



*EDA Regular Meeting - 6:50 p.m.*

**CITY COUNCIL AGENDA**

**Tuesday, October 6, 2015**

**7:00 p.m.**

**Coon Rapids City Center**

**Council Chambers**

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**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Adopt Agenda**

**Proclamations/Presentations**

**Approval of Minutes of Previous Meeting**

1. Approve Minutes of September 15, 2015

**Consent Agenda**

2. Approve Joint Powers Agreement with City of Andover For Crooked Lake No Wake Ordinance
3. Adopt Resolution 15-115 Levy of 2015 Delinquent Utilities
4. Adopt Resolution 15-116 Accepting Grant from the US Department of Justice
5. Approve Easement for Turn Lane, 14xx Coon Rapids Blvd.
6. Approve Cancellation of Purchase Agreement, 2260 Coon Rapids Blvd.
7. Authorize Application for Anoka County Non-Residential Recycling/Organics Grant
8. Approve Temporary On-Sale Strong Beer and Wine Liquor License for "Date Night" at Epiphany Church
9. Approve Final Payment for Project 14-9, Riverview Park Redevelopment

**Public Hearing**

10. Hold Public Hearing and Consider Adoption of Resolution 15-111 Rescinding Final Plat Approval for Tylers Cove (Planning Case 13-31)

### **Bid Openings and Contract Awards**

### **Old Business**

11. Consider Adoption of Ordinance 2147 Restricting Parking on Lily Street NW
12. Consider Adoption of Ordinance 2148 Restricting Parking on Butternut Street NW

### **New Business**

13. PC 15-28: Consider Use Flexibility for Transitional Housing, Hope 4 Youth, 80 Coon Rapids Blvd

### **Open Mic/Public Comment**

### **Reports on Previous Open Mic**

### **Other Business**

### **Adjourn**



**City Council Regular**

**1.**

**Meeting Date:** 10/06/2015

**SUBJECT:** Approve Minutes of September 15, 2015

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**Attachments**

September 15, 2015 Minutes

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## **UNAPPROVED**

### **COON RAPIDS CITY COUNCIL MEETING MINUTES OF SEPTEMBER 15, 2015**

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#### **CALL TO ORDER**

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The second regular meeting of the Coon Rapids City Council for the month of September was called to order by Mayor Jerry Koch at 7:00 p.m. on Tuesday, September 15, 2015, in the Council Chambers.

#### **PLEDGE OF ALLEGIANCE TO THE FLAG**

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Mayor Koch led the Council in the Pledge of Allegiance.

#### **ROLL CALL**

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Members Present: Mayor Jerry Koch, Councilmembers Denise Klint, Ron Manning, Wade Demmer, Jennifer Geisler, Brad Johnson and Steve Wells

Members Absent: None

#### **ADOPT AGENDA**

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MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT THE AGENDA AS AMENDED MOVING ITEM 7 UNDER OLD BUSINESS TO ITEM 7 UNDER PUBLIC HEARING. THE MOTION PASSED UNANIMOUSLY.

#### **PROCLAMATIONS/PRESENTATIONS**

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##### **1. PROCLAIM OCTOBER DOMESTIC VIOLENCE AWARENESS MONTH**

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Mayor Koch read a proclamation declaring October to be Domestic Violence Awareness Month in the City of Coon Rapids.

#### **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

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##### **2. SEPTEMBER 1, 2015, COUNCIL MEETING**

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MOTION BY COUNCILMEMBER WELLS, SECONDED BY COUNCILMEMBER KLINT, FOR



APPROVAL OF THE MINUTES OF THE SEPTEMBER 1, 2015, COUNCIL MEETING. THE MOTION PASSED UNANIMOUSLY.

**CONSENT AGENDA/INFORMATIONAL BUSINESS**

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3. ADOPT RESOLUTION 15-108, AMENDING BUDGET FOR RECYCLING CENTER FOR PURCHASE OF CART TIPPER
  4. APPROVE PUBLIC EASEMENT FOR PORT CAMPUS SQUARE
  5. ACCEPT PROPOSAL FOR ENGINEERING SERVICES FOR 2016 SANITARY SEWER LINING PROGRAM AND AUTHORIZE EXECUTION OF AGREEMENT – PROJECT 16-6
  6. ADOPT RESOLUTION 15-114 APPROVING POLICE OFFICERS' HEALTH CARE SAVINGS PLAN
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MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER DEMMER, FOR APPROVAL OF THE CONSENT AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

**PUBLIC HEARING**

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7. REAFFIRM ADOPTION OF ORDINANCE 2142 ESTABLISHING NO WAKE REGULATIONS FOR CROOKED LAKE
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The Staff report was shared with Council.

Mayor Koch opened and closed the public hearing at 7:09 p.m. since no one appeared to address the Council.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER JOHNSON, TO REAFFIRM THEIR ADOPTION OF THE ORDINANCE AMENDING TITLE 10, CHAPTER 600 ESTABLISHING NO WAKE REGULATIONS FOR CROOKED LAKE. THE MOTION PASSED UNANIMOUSLY.

**BID OPENINGS AND CONTRACT AWARDS**

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None.

**OLD BUSINESS**

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8. PC 15-29: CONSIDER ADOPTION OF ORDINANCE 2146 AMENDING SECTION 11-1204 FENCES AND WALLS
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT ORDINANCE 2146 CHANGING THE MAXIMUM HEIGHT FOR FENCES FROM SIX FEET TO SEVEN FEET. THE MOTION PASSED UNANIMOUSLY.

9. PC 15-25, FINAL PLAT FOR EGRET COON RAPIDS BOULEVARD SA, C-STORE PARTNERS, EGRET BOULEVARD AND COON RAPIDS BOULEVARD
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 15-112 APPROVING THE FINAL PLAT FOR EGRET COON RAPIDS BOULEVARD SA WITH THE FOLLOWING CONDITIONS:

1. ALL COMMENTS OF THE ASSISTANT CITY ENGINEER BE ADDRESSED PRIOR TO RELEASING THE PLAT FOR RECORDING.
2. ALL COMMENTS FROM ANOKA COUNTY HIGHWAY DEPARTMENT BE ADDRESSED PRIOR TO RELEASING THE PLAT FOR RECORDING.
3. PARK DEDICATION IN THE AMOUNT OF \$7,900 BE PAID PRIOR TO RELEASING THE PLAT FOR RECORDING.

THE MOTION PASSED UNANIMOUSLY.

10. CONSIDER JOINT POWERS AGREEMENT WITH ANOKA COUNTY FOR THE RECONSTRUCTION OF FOLEY BOULEVARD BETWEEN EGRET AND NORTHDAL E BOULEVARDS; CITY PROJECT 13-10
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The Staff report was shared with Council.

Public Works Director Himmer asked if the Council wanted to continue the use of colored concrete for this portion of Foley Boulevard. The Council was in agreement with this recommendation.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER WELLS, TO APPROVE THE JPA WITH ANOKA COUNTY FOR THE RECONSTRUCTION OF FOLEY

BOULEVARD, FROM EGRET BOULEVARD TO NORTHDALÉ BOULEVARD; AND AUTHORIZE STAFF TO SIGN THE FINAL CONSTRUCTION DRAWINGS UPON COMPLETION AND PRIOR TO BIDDING ON THE CONDITION STAFF HAS AMENDED THE CURRENT PLANS FOR THE NORTH LEG OF FOLEY TO ALLOW FOR FULL AND UNENCUMBERED ACCESS TO THE PROPERTY AT 11403 FOLEY BOULEVARD, BY EITHER SHORTENING OR ELIMINATING THE MEDIAN.

Councilmember Johnson discussed the importance of this project noting it was located within his ward. He reported the City was funding \$1.3 million of the project, which was more than the County was putting into the project. He did not want the County to diminish access to local businesses through this project. He expressed frustration with the County's lack of flexibility with regard to this project. He respectfully believed that the County could have done a better job preserving and maintaining access to this vital commercial district along Foley Boulevard. It was his belief that the City and County had to improve its communication with its residents, especially those being impacted by proposed projects. He then provided comment on the importance of access for local businesses. Lastly, he appreciated the fact that the City had done all it could to provide local business owners and residents with a voice. He did not agree with all of the parts of the proposed plan, as more could have been done to preserve access to local businesses. It was his hope that going forward, the City could do better and communicate more clearly with the County. He wanted to see the City proactively reaching out to impacted citizens and business owners in order to ensure their voices have been heard and their concerns are addressed.

Councilmember Manning suggested that staff speak with the County on what it would cost to put the road behind the water tower on 113<sup>th</sup>. Public Works Director Himmer stated some of this information was discussed at the July worksession. He estimated that the cost of a backage road would be approximately \$1 million and 2½ parcels would have to be acquired. He reiterated that the County believes that the access issues should be resolved by the City and were not a County concern. He reviewed the backage road plans further with the Council.

Further discussion ensued regarding the backage road, the proposed cost, drainage and roadway length.

Councilmember Johnson expressed concern again that the City was financially putting more into this project than the County. He reported that much of the County's funding would be made through Federal funds. Again, it was the County that was proposing the long median that was cutting off access, which would force the City into looking into alternative access points for its local businesses, such as the backage road. He was not suggesting that the median should be eliminated altogether, as a portion would improve public safety. However, with the median, as suggested by the County, the City would have to undergo a great deal of additional expense within this project to address the access issues created by the County. He was frustrated that the County was not willing to assist the City in creating a solution to the access problem. He encouraged his constituents to contact the County Board representatives regarding their frustration and concerns regarding this situation.

Councilmember Klint questioned how the backage road would proceed if the resident was not interested in selling their home. Public Works Director Himmer stated the backage road would hinge on this matter.

Mayor Koch asked when the water tower would be removed from this area. Public Works Director Himmer commented that the water tower would be removed in the next five years.

THE MOTION PASSED 6-0-1 (KLINT ABSTAINED).

#### NEW BUSINESS

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#### 14. CONSIDER ADOPTING RESOLUTION 15-113 ESTABLISHING THE PRELIMINARY 2016 TAX LEVY

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The Staff report was shared with Council.

Finance Director Legg reiterated that the tax levy could be reduced from this point going forward, but could not be increased. She explained the Truth in Taxation Hearing was scheduled for December 1, 2015.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 15-113 ESTABLISHING THE PRELIMINARY TAX LEVY FOR THE CITY OF COON RAPIDS. THE MOTION PASSED UNANIMOUSLY.

#### 11. CONSIDER ADOPTION OF RESOLUTION 15-111 RESCINDING THE FINAL PLAT APPROVAL FOR TYLERS COVE (PLANNING CASE 13-31)

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The Staff report was shared with Council.

Planner Harlicker questioned if a Public Hearing regarding this case could be held. He reported the Public Hearing was properly published, but was not noted on the agenda.

City Attorney Brodie advised the City Council to open the Public Hearing and postpone the matter to the October 6<sup>th</sup> Council meeting.

Mayor Koch opened the public hearing at 7:50 p.m.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER DEMMER, TO CONTINUE PLANNING CASE 13-31 TO THE OCTOBER 6, 2015 CITY COUNCIL MEETING. THE MOTION PASSED UNANIMOUSLY.

**12. INTRODUCE ORDINANCE RESTRICTING PARKING ON LILY STREET NW**

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The Staff report was shared with Council.

Mayor Koch considered the Ordinance to be introduced.

**13. INTRODUCE ORDINANCE RESTRICTING PARKING ON BUTTERNUT STREET NW**

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The Staff report was shared with Council.

Mayor Koch considered the Ordinance to be introduced.

**OPEN MIC/PUBLIC COMMENT**

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Mayor Koch reviewed the rules of order for the Open Mic/Public Comment portion of the meeting.

**REPORTS ON PREVIOUS OPEN MIC**

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**15. OPEN MIC REPORT – JEREMY PILKENTON – RE: 9938 COTTONWOOD STREET**

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Mayor Koch discussed Mr. Pilkenton's comments made during Open Mic at the September 1, 2015 Council meeting.

**OTHER BUSINESS**

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Councilmember Manning asked if the City had a timetable in addressing the exterior of Foley Foods. Community Development Director Fernelius reported that the City's building official has spoken to the property owner and a permit was issued to remodel the interior of the space. He noted that staff has been working with the owner to improve the property.

Councilmember Geisler explained she would join the Met Council's Land Use Advisory Commission and would be attending her first meeting on Thursday, September 17<sup>th</sup>. She discussed a diversity meeting she recently attended and encouraged the public to contact her regarding this initiative.

Mayor Koch thanked Police Chief Wise and Multi-Family Housing Officer Sheeran for their efforts on

behalf of the City.

Mayor Koch indicated the Cardinal Mile would be held in conjunction with homecoming this week. He noted the homecoming parade would be held at 6:00 p.m. following this event.

ADJOURN

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MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER DEMMER,  
TO ADJOURN THE MEETING AT 8:02 P.M. THE MOTION PASSED UNANIMOUSLY.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

**2.**

**Meeting Date:** 10/06/2015

**Subject:** Approve Joint Powers Agreement with City of Andover For Crooked Lake No Wake Ordinance

**From:** Scott Harlicker, Planner

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**INTRODUCTION**

The general purpose of this agreement is to regulate the speed and wake of watercraft utilizing that portion of Crooked Lake located in Coon Rapids and Andover all for the safety and general welfare of the public utilizing said waters

**DISCUSSION**

On September 15th Council adopted Ordinance 2142 which established no wake regulations for Crooked Lake during times of high water. The Cities of Andover and Coon Rapids adopted identical ordinances; the agreement is required by the DNR when there is more than one municipality that has jurisdiction over the shoreline.

**RECOMMENDATION**

Staff is recommending that the City Council consider approval of the JPA with City of Andover for the implementation of the Crooked Lake No Wake Ordinance.

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**Attachments**

**Joint Powers Agreement**

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## JOINT POWERS AGREEMENT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2015, between the City of Coon Rapids, 11155 Robinson Drive NW, Coon Rapids, MN 55433, and the City of Andover, 1685 Crosstown Boulevard NW, Andover, MN 55304 pursuant to Minnesota Statute Section 471.59.

I. GENERAL PURPOSE. The general purpose of this agreement is to regulate the speed and wake of watercraft utilizing that portion of Crooked Lake located in Coon Rapids and Andover all for the safety and general welfare of the public utilizing said waters.

II. METHODS. The Cities of Coon Rapids and Andover may hereafter adopt such ordinances and regulations as they deem fit to implement the general purposes referred to herein. Any such ordinances adopted by the Cities shall be identical in nature so as to provide uniformity in enforcement and regulation.

### III. ENFORCEMENT

Subd. A. Both Cities shall be responsible for notifying the public by official notification, posting and buoying all areas to be regulated as described herein.

Subd. B. The Cities and all appropriate law enforcement agencies including the Anoka County Sheriff's Office are authorized and entitled to enforce the provisions of any regulations or ordinances adopted pursuant to this agreement.

IV. TERMINATION. Either party may terminate this agreement by giving 90 days of notice to the other party of its intention to do so. Furthermore, this Agreement shall automatically terminate if the ordinances adopted pursuant to this agreement are modified to such a degree that they are substantially different in their terms or in the event State Law supercedes local authority to regulate the activities referred to herein.

In witness whereof, the parties have signed this Agreement the day and year first above written.

Dated: \_\_\_\_\_

CITY OF COON RAPIDS

By: \_\_\_\_\_  
Jerry Koch, Mayor

By: \_\_\_\_\_  
Matt Stemwedel, City Manager

Approved as to form:

David J. Brodie, City Attorney for Coon Rapids

Dated: September 1<sup>st</sup>, 2015

CITY OF ANDOVER

By: Julie Trude  
Julie Trude, Mayor

By: Michelle Hartner  
Michelle Hartner, Deputy City Clerk

Approved as to form:

Scott Baumgartner, City Attorney for Andover



## City Council Regular

3.

**Meeting Date:** 10/06/2015

**Subject:** Adopt Resolution 15-115 Levy of 2015 Delinquent Utilities

**From:** Heidi Cederstrand, Assessment  
Clerk II

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### **INTRODUCTION**

Delinquent utility bills should be certified to the County for collection with the 2016 property taxes.

### **DISCUSSION**

Per the City Code, delinquent utility bills should be certified to the County for collection with real estate taxes. Users have been notified by mail that payments should be made to avoid certification. Following are the amounts:

|                          |            |
|--------------------------|------------|
| UTILITY COST             | \$905,502  |
| ADMIN. (\$35 per parcel) | 90,360     |
| TOTAL                    | \$995,862* |

Provision has been made to accept the utility amount without interest through 4:30 p.m. November 6, 2015. Last year at this time the utility cost total was \$1,022,746.

The following are the *final amounts certified* to taxes for the past number of years.

| Date Certified  | # of accounts | Utility Cost | Certification Fee | Total     |
|-----------------|---------------|--------------|-------------------|-----------|
| October 7, 2008 | 1,432         | \$520,361    | \$28,640          | \$549,001 |
| October 6, 2009 | 1,510         | \$573,748    | \$37,750          | \$611,498 |
| October 5, 2010 | 2,721         | \$963,163    | \$81,630          | \$720,043 |
| October 4, 2011 | 1,553         | \$641,153    | \$47,190          | \$688,343 |
| October 2, 2012 | 1,545         | \$623,483    | \$46,350          | \$669,833 |
| October 1, 2013 | 1,506         | \$647,577    | \$45,180          | \$692,757 |
| October 6, 2014 | 1,530         | \$638,227    | \$46,440          | \$684,667 |

An updated amount will be provided at the Tuesday, October 6 Council meeting.

### **RECOMMENDATION**

Staff recommends adopting Resolution No. 15-115 Resolution Certifying Delinquent Utilities to Taxes.

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### **Attachments**

Del. Utilities 2015 Res.

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## **RESOLUTION NO. 15-115**

### **RESOLUTION CERTIFYING DELINQUENT UTILITIES TO TAXES**

**WHEREAS**, pursuant to City Code Section 13-304, any delinquencies in the payment of the water usage on said premises shall be a lien and charged against the premises so served regardless of whether the same be a homestead or not. Said lien shall be reported to the Division of Property Records and Taxation by the City Assessor from time to time and in the same manner as other taxes are collected; and

**WHEREAS**, accounts are delinquent.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that

1. To certify to the County for collection with the 2016 taxes, delinquent utility accounts.
2. The amount shall bear interest at the rate of 1.25% per annum from the date of the adoption of this resolution until December 31, 2016.
3. At any time prior to certification to the Division of Property Records and Taxation, the amount may be paid to the City Treasurer. However, such payment must be made before November 6, 2015 or interest will be charged from October 6, 2015 through December 31st of the next succeeding year.

Adopted by the Coon Rapids City Council this 6th day of October, 2015.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

**4.**

**Meeting Date:** 10/06/2015

**Subject:** Adopt Resolution 15-116 Accepting Grant from the US Department of Justice

**From:** Brad Wise, Police Chief

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**INTRODUCTION**

The Coon Rapids Police Department has received notice that our FY 2015 Edward Byrne Justice Assistance Grant (JAG) application to the US Department of Justice (USDOJ) has been approved and the department has been awarded \$10,769.00 for the purchase of law enforcement equipment.

**DISCUSSION**

The USDOJ provides grants to local law enforcement organizations to address crime in communities by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures. The Police Department will use JAG funds for the purchase of law enforcement equipment not otherwise budgeted. The department wishes to purchase three non-firing training rifles, four defensive tactics mats, fifteen digital cameras, eleven high speed printers for squads, two less lethal shotguns and thirteen rifle sighting mechanisms. All of this equipment will total \$10,840.00.

**RECOMMENDATION**

Staff recommends Council adopt Resolution No.15-116 to accept the grant of monies to be used toward the purchase of public safety equipment from the U.S. Department of Justice Edward Byrne Memorial Justice Assistance Grant Program (JAG) and authorizing fiscal agent/grant administrator.

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**Attachments**

**Resolution**

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**RESOLUTION NO. 15-116**

**A RESOLUTION TO ACCEPT THE GRANT OF MONIES  
TO BE USED TOWARD THE PURCHASE OF PUBLIC SAFETY EQUIPMENT  
FROM UNITED STATES DEPARTMENT OF JUSTICE EDWARD BYRNE  
MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM (JAG) AND  
AUTHORIZING FISCAL AGENT/GRANT ADMINISTRATOR**

**WHEREAS**, Edward Byrne Memorial Justice Assistance Grant Program (JAG) of the United States Department of Justice has awarded a grant of \$10,769 to Coon Rapids Police Department; and

**WHEREAS**, the JAG grant will be used toward the purchase of public safety equipment; and

**WHEREAS**, Minn. Stat. § 465.03 allows cities to accept grants of real or personal property by resolution adopted by a two-thirds majority of Council; and

**WHEREAS**, the City Council finds the offered grant to be in the public interest;

**NOW THEREFORE BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that the grant of \$10,769 is hereby accepted.

**BE IT FURTHER RESOLVED** that the City of Coon Rapids hereby extends its gratitude to the U.S. Department of Justice, Edward Byrne Memorial Justice Assistance Grant Program for its generosity.

Adopted by the Coon Rapids City Council this 6th day of October, 2015.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

**5.**

**Meeting Date:** 10/06/2015

**Subject:** Approve Easement for Turn Lane, 14xx Coon Rapids Blvd.

**From:** Matt Brown, Economic  
Development Coordinator

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**INTRODUCTION**

The Council is asked to consider an easement for a turn lane to be constructed as part of the Superamerica development at the northeast corner of Egret and Coon Rapids Boulevard.

**DISCUSSION**

Earlier this summer, the Council approved planning applications for a new Superamerica convenience store on the northeast corner of Egret and Coon Rapids Boulevards. As part of those approvals, Anoka County is requiring that the right turn lane on Coon Rapids Boulevard east of Egret Boulevard is extended to the east. The turn lane will require easements over parts of a few properties, including two properties owned by the City (the former "Bonanza" site). Because the easement area on the City property is only about 100 square feet, Staff does not expect compensation.

**RECOMMENDATION**

Approve the Easement Agreement for right-of-way purposes on the 1400 block of Coon Rapids Boulevard.

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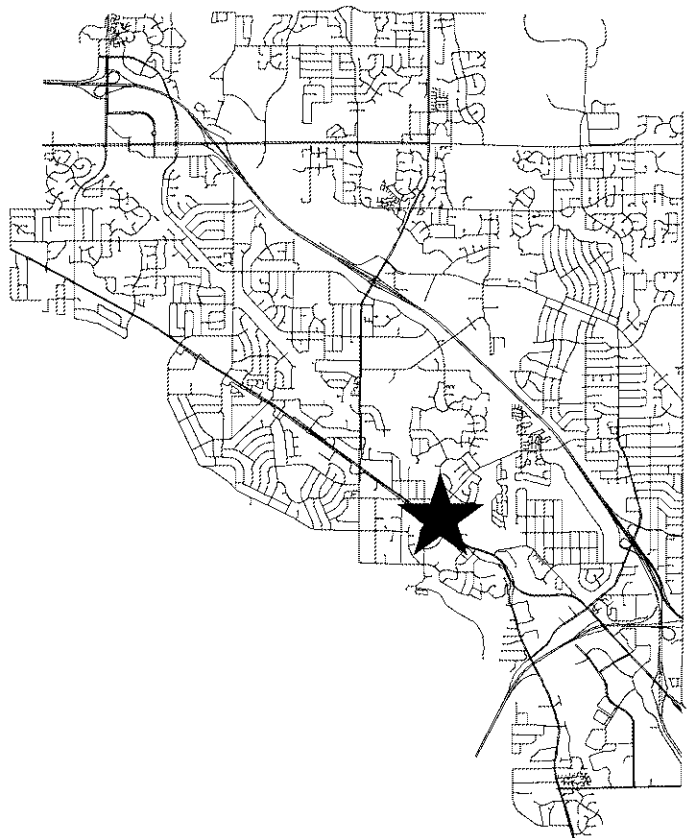
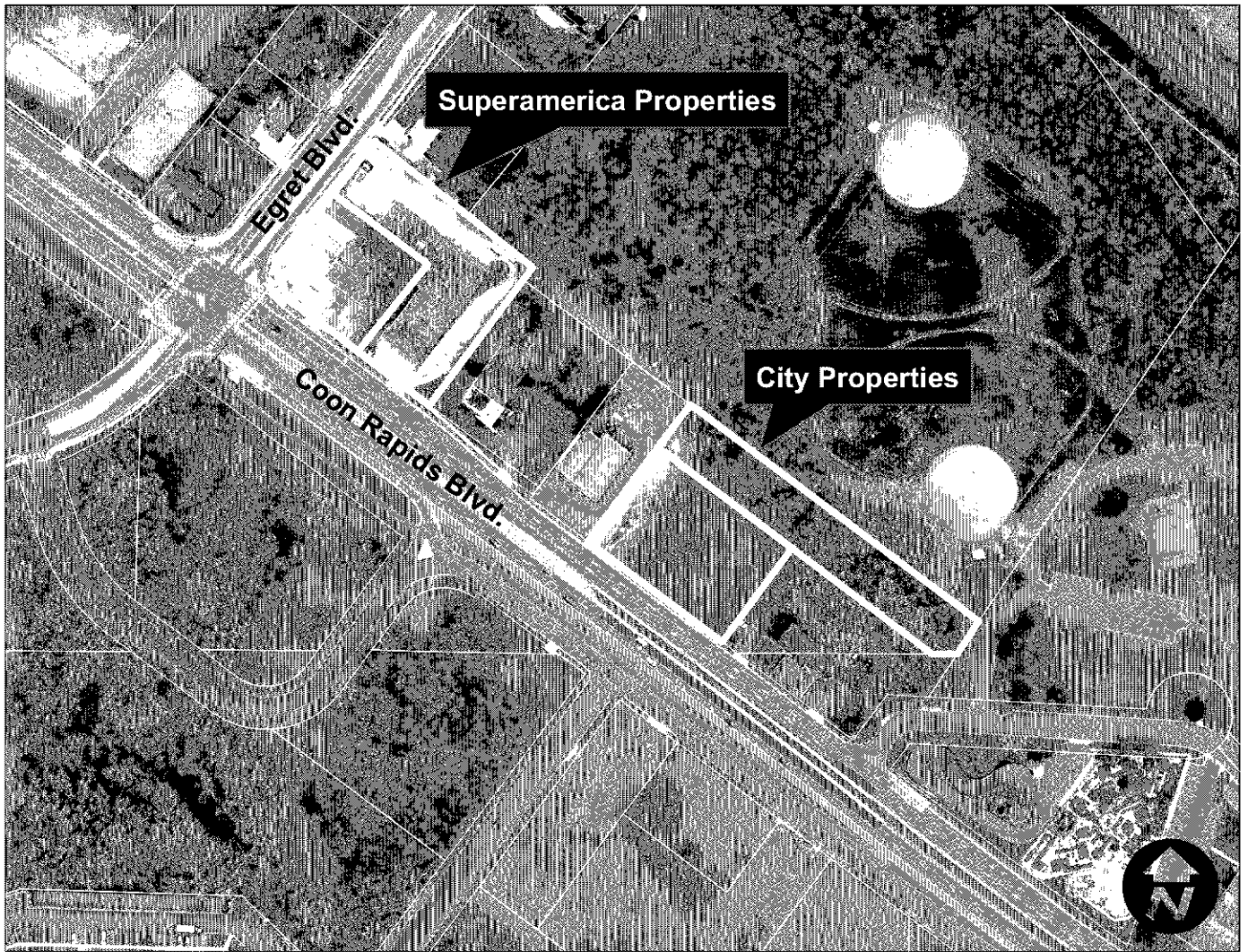
**Attachments**

Location Map

Easement Agreement

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Date: \_\_\_\_\_, 2015

## EASEMENT

**THIS EASEMENT** is given on the \_\_\_\_\_ day of \_\_\_\_\_, 2015, by SUNRISE PROPERTIES, USA, LLC, a Minnesota limited liability company (“**Sunrise**”), and THE CITY OF COON RAPIDS, a public body corporate and politic under the laws of the State of Minnesota (“**City**” and together with Sunrise, “**Owner**”) to COUNTY OF ANOKA, a political subdivision of the State of Minnesota (the “**County**”), in accordance with the following:

1. **Ownership.** Sunrise is the fee owner of the property legally described on the attached Exhibit A (the “**Sunrise Property**”). City is the fee owner of two (2) parcels of property legally described on the attached Exhibit B (the “**City Property**” and together with the Sunrise Property, the “**Property**”).
2. **Grant of Easement.** For valuable consideration, Owner conveys to the County an easement for public right-of-way purposes on the terms set forth herein (the “**Easement**”) over, under, and across the real property in Anoka County, Minnesota, legally described on attached Exhibit C (the “**Easement Area**”) and depicted on attached Exhibit D.

3.     **Scope of Easement Rights.** The Easement includes the right of the County, its contractors, employees, agents and assigns to locate, construct, reconstruct, operate, maintain, inspect, alter and repair within the Easement Area a public roadway, storm sewer, sanitary sewer and water facilities, ground surface drainage ways and sidewalk, snow storage, signage or other public facilities or improvements of any type that are not inconsistent with a public right-of-way use. With respect to the Easement granted herein, the Owner retains the right to use all property above and below the surface of the Easement Area for any purpose not inconsistent with the rights hereby granted, as reasonably determined by the County.

4.     **Duration of Easements.** The Easement is permanent and remains in effect in perpetuity.

5.     **Warranty of Grantor.** The Owner warrants that it is the owner of a fee simple interest in the Property, that it has the right to grant the Easement, and that the Property is free and clear of any lien, encumbrance, easement, restriction, covenant or condition, except for those filed of record with the Registrar of Titles for Anoka County, Minnesota.

6.     **Easement Runs with Land.** The Easement runs with the land and is binding on the Owner, its heirs, successors and assigns.

7.     **Counterparts.** This Easement may be executed in Counterparts.

**Signature Page to  
Easement Agreement**

IN WITNESS WHEREOF, Sunrise has executed this Easement Agreement as of the date above written.

**SUNRISE PROPERTIES, USA, LLC,**  
a Minnesota limited liability company

By: \_\_\_\_\_  
Authorized Signatory

STATE OF MINNESOTA                    )  
  ) ss  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2015, by \_\_\_\_\_, an authorized signatory of Sunrise Properties USA, a Minnesota limited liability company, on behalf of said limited liability company.

\_\_\_\_\_  
Notary Public

**Signature Page to  
Easement Agreement**

IN WITNESS WHEREOF, City has executed this Easement Agreement as of the date above written.

**CITY OF COON RAPIDS**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF MINNESOTA            )  
  ) ss  
COUNTY OF ANOKA            )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2015, by \_\_\_\_  
\_\_\_\_\_ as \_\_\_\_\_, and \_\_\_\_\_ as \_\_\_\_\_ of the City of Coon  
Rapids, a public body corporate and politic under the laws of the State of Minnesota, on behalf of said City.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

Allen Wheeler  
Faegre Baker Daniels LLP  
2200 Wells Fargo Center  
90 South Seventh Street  
Minneapolis, MN 55402  
(612) 766-7000

US.65510764.07



## EXHIBIT A

### Legal Description of the Sunrise Property

**That part of Lot 13, Revised Auditor's Subdivision No. 76, according to the plat thereof on file and of record in the office of the County Recorder in and for Anoka County, Minnesota, described as follows:**

**Commencing at a point on the most Southwesterly line of said Lot 13 which is the Northerly line of Trunk Highway No. 10, which point is 100 feet Southeasterly along said line from the most Southwesterly corner of said Lot 13; proceeding thence Northeasterly and parallel to the most Westerly line of said Lot 13 to the Northerly line of said Lot 13; thence Northwesterly along said Northerly line to the Northwesterly corner of said Lot 13; thence Southwesterly along the Westerly line to the Southwesterly corner of said Lot 13; thence Southeasterly along the Southwesterly line of said Lot 13, which is the Northerly line of Trunk Highway No. 10, to the point of beginning.**

#### **Abstract**

**NOTE: 1449 Coon Rapids Blvd Northwest, Coon Rapids, Minnesota, 55433**

## EXHIBIT B

### Legal Description of City Property

#### Parcel 1:

That part of Lot 13, Revised Auditor's Subdivision No. 76, according to the plat thereof on file and of record in the office of the County Recorder in and for Anoka County, Minnesota, described as follows:

Commencing at a point on the most Southwesterly line of said Lot 13 which is the Northerly line of Trunk Highway No. 10, which point is 100 feet Southeasterly along said line from the most Southwesterly corner of said Lot 13; proceeding thence Northeasterly and parallel to the most Westerly line of said Lot 13 to the Northerly line of said Lot 13; thence Northwesterly along said Northerly line to the Northwesterly corner of said Lot 13; thence Southwesterly along the Westerly line to the Southwesterly corner of said Lot 13; thence Southeasterly along the Southwesterly line of said Lot 13, which is the Northerly line of Trunk Highway No. 10, to the point of beginning.

Together with:

All of Lot 13, Revised Auditor's Subdivision No. 76, except those parts described as follows: Commencing at a point on the most Southwesterly line of said Lot 13 which is the Northerly line of Trunk Highway #10, which point is 110 feet Southeasterly along said line from the most Southwesterly corner of said Lot 13; proceeding thence Northeasterly and parallel to the most Westerly line of said Lot 13 to a point that is 75 feet Southwesterly from the most Northerly line of said Lot 13, as measured on the extension of this course; and proceeding thence Southeasterly and parallel to the most Northerly line of Lot 13 to the South line of Section 23, Township 31, Range 24 and proceeding thence Westerly along said South line to the Northerly line of Trunk Highway #10 and proceeding thence Northwesterly along said Northerly line to the point of commencement; and also except that part commencing at a point beginning on the most Southwesterly line of said Lot 13 which is the Northerly line of Trunk Highway No. 10, which point is 100 feet Southeasterly along said line from the most Southwesterly corner of said Lot 13; proceeding thence Northeasterly and parallel to the most Westerly line of said Lot 13 to the Northerly line of said Lot 13; thence Northwesterly along said Northerly line to the Northwesterly corner of said Lot 13; thence Southwesterly along the Westerly line to the Southwesterly corner of said Lot 13; thence Southeasterly along the Southwesterly line of said Lot 13, which is the Northerly line of Trunk Highway No. 10, to the point of beginning all according to the map or plat thereof on file and of record in the office of the Register of Deeds in and for said County.

#### Parcel 2:

All that part of Lot 13, Revised Auditor's Subdivision No. 76 that is described as follows: Commencing at a point on the most Southwesterly line of said Lot 13, which is the Northerly line of Trunk Highway No. 10, which point is 110 feet Southeasterly along said line from the most Southwesterly corner of said Lot 13;



proceeding thence Northeasterly and parallel to the most Westerly line of said Lot 13 to a point that is 75 feet Southwesterly from the most northerly line of said Lot 13, as measured on the extension of this course; and proceeding thence Southeasterly and parallel to the most Northerly line of Lot 13 to the South line of Section 23, Township 31, Range 24, and proceeding thence Westerly along said South line to the Northerly line of Trunk Highway No. 10 and proceeding thence Northwesterly along said Northerly line to the point of commencement, except that part thereof lying Southeasterly of the following described line: Commencing at the point of intersection of the South line of Section 23, Township 31, Range 24 and the Northeasterly line of Trunk Highway No. 10; thence Northwesterly along said Northeasterly line of Trunk Highway No. 10 a distance of 25 feet to the point of beginning of said line; thence Northeasterly and parallel to the Westerly line of the above tract to the most Northerly line thereof and there terminating.

## EXHIBIT C

### Legal Description of the Easement Area

#### Roadway and Utility Easement over Sunrise Properties USA, LLC Parcel:

A roadway and utility easement over, under and across that part of the following described property:

All of Lot 13, Revised Auditor's Subdivision No. 76, according to the plat thereof on file and of record in the office of the County Recorder in and for Anoka County, Minnesota, described as follows:

Commencing at a point on the most Southwesterly line of said Lot 13 which is the Northerly line of Trunk Highway No. 10, which point is 100 feet Southeasterly along said line from the most Southwesterly corner of said Lot 13; proceeding thence Northeasterly and parallel to the most Westerly line of said Lot 13 to the Northerly line of said Lot 13; thence Northwesterly along said Northerly line to the Northwesterly corner of said Lot 13; thence Southwesterly along the Westerly line to the Southwesterly corner of said Lot 13; thence Southeasterly along the Southwesterly line of said Lot 13, which is the Northerly line of Trunk Highway No. 10, to the point of beginning.

Which lies southwesterly of the following described line:

Commencing at the intersection of the northwesterly line of said Lot 13 and the northeasterly right of way line of County State Aid Highway No 1, formerly known as State Trunk Highway No. 10 as established per Final Certificate recorded in Book 292, Page 337; thence North 37 degrees 23 minutes 46 seconds East, assumed bearing, along said northwesterly line of Lot 13, a distance of 10.29 feet to the point of beginning of the line to be described; thence South 52 degrees 34 minutes 04 seconds East, a distance of 92.28 feet; thence South 48 degrees 49 minutes 46 seconds East, a distance of 154.36 feet to the said northeasterly right of way line and said line there terminating.

#### Roadway and Utility Easement over City of Coon Rapids Parcel 1:

A roadway and utility easement over, under and across all that part of the following described property:

All of Lot 13, Revised Auditor's Subdivision No. 76, except those parts described as follows:  
Commencing at a point on the most Southwesterly line of said Lot 13 which is the Northerly line of Trunk Highway No. 10, which point is 110 feet Southeasterly along said line from the most Southwesterly corner of said Lot 13; proceeding thence Northeasterly and parallel to the most Westerly line of said Lot 13 to a point that is 75 feet Southwesterly from the most Northerly line of said Lot 13, as measured on the extension of this course: and proceeding thence Southeasterly and parallel to the most Northerly line of Lot 13 to the South line of Section 23, Township 31, Range 24 and proceeding thence Westerly along said South line to the Northerly line of Trunk Highway No. 10 and proceeding thence Northwesterly along said Northerly line to the point of commencement: and also except that part commencing at a point beginning on the most Southwesterly line of said Lot 13 which is the Northerly line of Trunk Highway No. 10, which point is 100 feet Southeasterly along said line from the most Southwesterly corner of said Lot 13; proceeding thence Northeasterly and parallel to the most Westerly line of said Lot 13 to the Northerly line of said Lot 13; thence Northwesterly along said Northerly line to the Northwesterly corner of said Lot 13; thence Southwesterly along the Westerly line to the Southwesterly corner of said Lot 13; thence Southeasterly along the Southwesterly line of said Lot 13, which is the Northerly line of Trunk Highway No. 10, to the point of beginning all according to the map or plat thereof on file and of record in the office of the Register of Deeds in and for said County.

Which lies southwesterly of the following described line:

Commencing at the intersection of the northwesterly line of said Lot 13 and the northeasterly right of way line of County State Aid Highway No 1, formerly known as State Trunk Highway No. 10 as established per Final Certificate recorded in Book 292, Page 337; thence North 37 degrees 23 minutes 46 seconds East, assumed bearing, along said northwesterly line of Lot 13, a distance of 10.29 feet to the point of beginning of the line to be described; thence South 52 degrees 34 minutes 04 seconds East, a distance of 92.28 feet; thence South 48 degrees 49 minutes 46 seconds East, a distance of 154.36 feet to the said northeasterly right of way line and said line there terminating.

Roadway and Utility Easement over City of Coon Rapids Parcel 2:

A roadway and utility easement over, under and across all that part of the following described property:

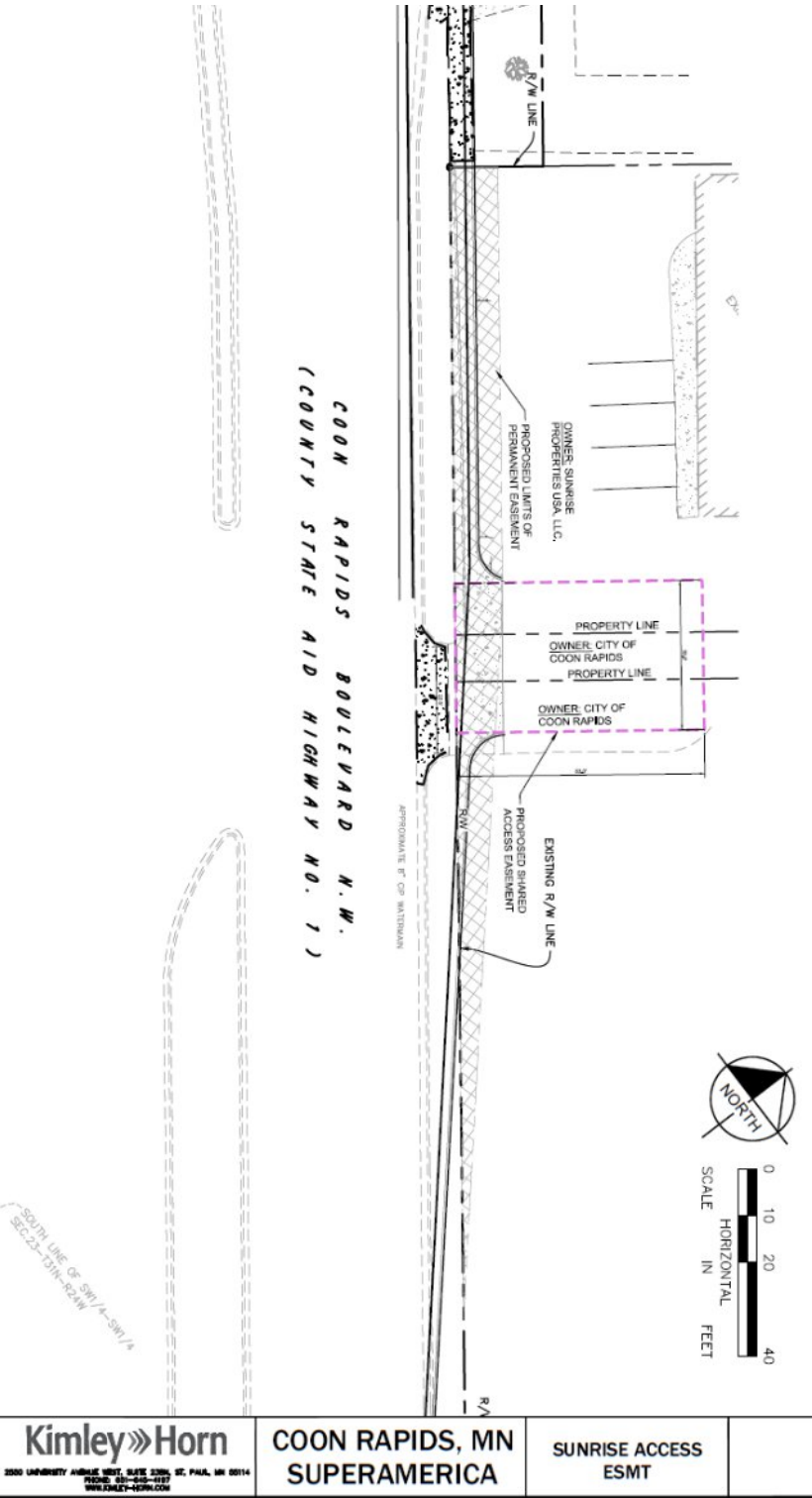
All of Lot 13, Revised Auditor's Subdivision No. 76 that is described as follows: Commencing at a point on the most Southwesterly line of said Lot 13 which is the Northerly line of Trunk Highway No.10, which point is 110 feet Southeasterly along said line from the most Southwesterly corner of said Lot 13; proceeding thence Northeasterly and parallel to the most Westerly line of said Lot 13 to a point that is 75 feet Southwesterly from the most Northerly line of said Lot 13, as measured on the extension of this course: and proceeding thence Southeasterly and parallel to the most Northerly line of Lot 13 to the South line of Section 23, Township 31, Range 24, and proceeding thence Westerly along said South line to the Northerly line of Trunk Highway No. 10 and proceeding thence Northwesterly along said Northerly line to the point of commencement, except the part thereof lying Southeasterly of the following described line: Commencing at the point of intersection of the South line of Section 23, Township 31, Range 24 and the Northeasterly line of Trunk Highway No. 10; thence Northwesterly along said Northeasterly line of Trunk Highway No. 10 a distance of 25 feet to point of beginning of said line; thence Northeasterly and parallel to the Westerly line of the above tract to the most Northerly line thereof and there terminating.

Which lies southwesterly of the following described line:

Commencing at the intersection of the northwesterly line of said Lot 13 and the northeasterly right of way line of County State Aid Highway No 1, formerly known as State Trunk Highway No. 10 as established per Final Certificate recorded in Book 292, Page 337; thence North 37 degrees 23 minutes 46 seconds East, assumed bearing, along said northwesterly line of Lot 13, a distance of 10.29 feet to the point of beginning of the line to be described; thence South 52 degrees 34 minutes 04 seconds East, a distance of 92.28 feet; thence South 48 degrees 49 minutes 46 seconds East, a distance of 154.36 feet to the said northeasterly right of way line and said line there terminating.

EXHIBIT D

Depiction of the Easement Area





**City Council Regular**

**6.**

**Meeting Date:** 10/06/2015

**Subject:** Approve Cancellation of Purchase Agreement, 2260 Coon Rapids Blvd.

**From:** Matt Brown, Economic  
Development Coordinator

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**INTRODUCTION**

The Council is asked to consider a cancellation of a purchase agreement for a single-family lot at 2260 Coon Rapids Boulevard.

**DISCUSSION**

On August 18, the Council approved a purchase agreement with Jaime Dahlen for a single-family lot at 2260 Coon Rapids Boulevard. Closing was expected to occur in mid-September, but a lender's appraisal did not support the projected value of the proposed house. The buyer then indicated that she is no longer able to purchase the lot. Staff recommends the Council approve a cancellation of the purchase agreement and refund most of the earnest money. Staff proposes that the City retain \$32.25 of the \$2,000.00 in earnest money to cover its expenses related to publishing a public hearing notice. Staff intends to continue marketing the lot at the previous list price of \$65,000.

**RECOMMENDATION**

Approve the cancellation of the purchase agreement with Jamie Dahlen.

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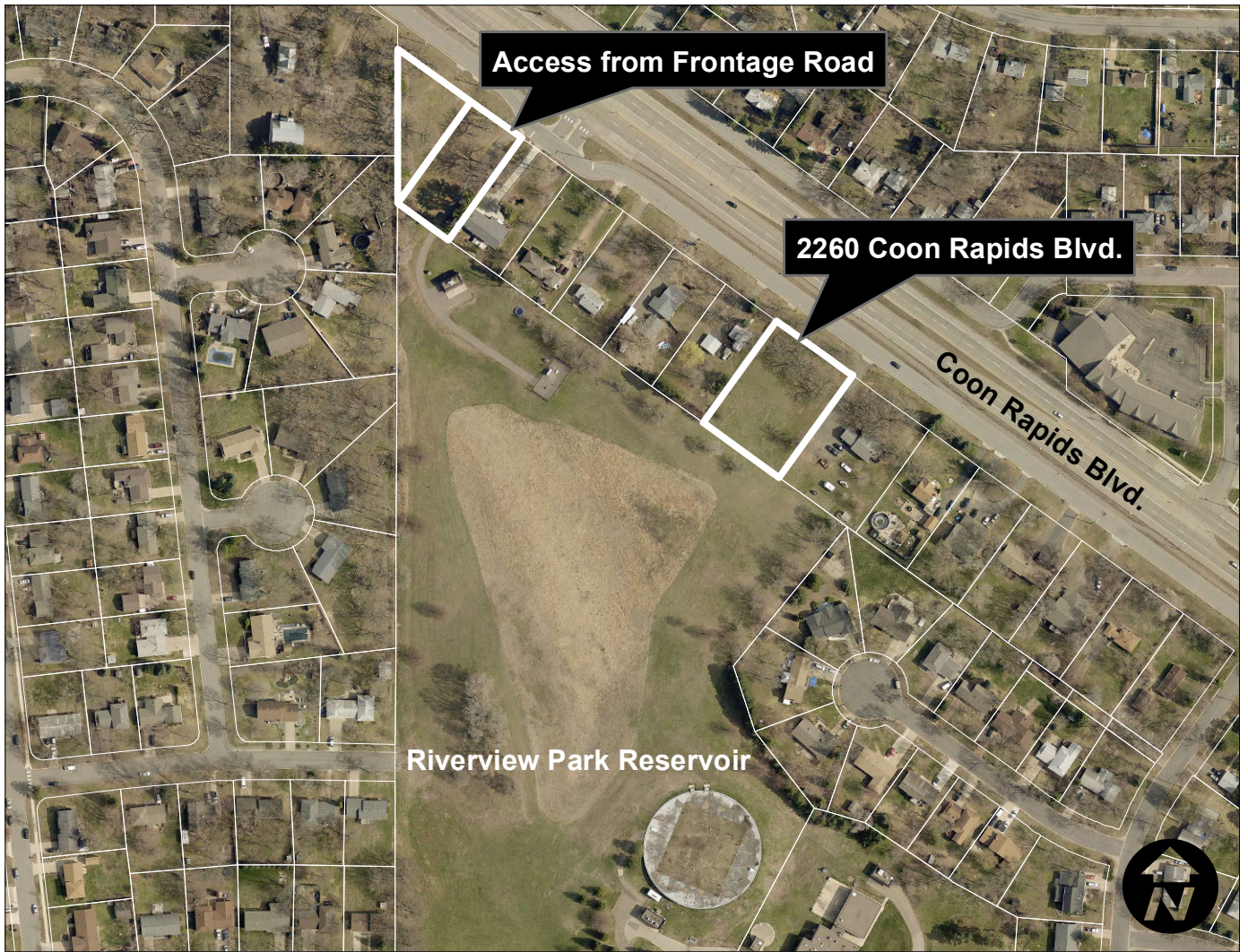
**Attachments**

Location Map

Cancellation of Purchase Agreement

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## **Cancellation of Purchase Agreement**

**This Cancellation of Purchase Agreement** dated \_\_\_\_\_, 2015 (“Cancellation”) is by and between the the City of Coon Rapids, Minnesota (“City”) as the Seller and Jamie Dahlen (“Dahlen”) as the Buyer.

### **RECITALS**

**WHEREAS**, the City executed a certain Purchase Agreement dated August 18, 2015 (“Purchase Agreement”) relating to the property at 2260 Coon Rapids Boulevard, Coon Rapids, Minnesota; and

**WHEREAS**, Dahlen has executed the Purchase Agreement and paid earnest money to the City; and

**WHEREAS**, Dahlen has been unable to obtain the necessary financing to complete the purchase of the property and has requested to cancel the Purchase Agreement; and

**WHEREAS**, the City is willing to cancel the Purchase Agreement and return a portion of the earnest money Dahlen has paid to the City.

**NOW, THEREFORE**, for good and valuable consideration, the City and Dahlen hereby agree as follows:

1. The Purchase Agreement is hereby cancelled and terminated.
2. The City will refund a portion of the earnest money in the amount of \$1,967.75 to Dahlen.
3. The Purchase Agreement shall have no further force or effect.

**City of Coon Rapids, Minnesota**

**Jamie Dahlen**

By: \_\_\_\_\_  
Jerry Koch, Mayor

By: \_\_\_\_\_  
Jamie Dahlen

By: \_\_\_\_\_  
Matt Stemwedel, City Manager



## City Council Regular

7.

**Meeting Date:** 10/06/2015

**Subject:** Authorize Application for Anoka County Non-Residential Recycling/Organics Grant

**Submitted For:** Colleen Sinclair, Recycling Coordinator

**From:** Colleen Sinclair, Recycling Coordinator

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### **INTRODUCTION**

Staff requests approval from City Council to apply for the Anoka County Non-Residential Recycling/Organics Grant to benefit the Bunker Hills Golf Course and the Coon Rapids Ice Center.

### **DISCUSSION**

Anoka County has offered another grant program available to the Anoka County non-residential community. The purpose of the grant is to improve current waste management programs. With the growth that has taken place within these City properties it is an ideal time to update and improve our efforts. Each site can apply for up to \$10,000.

Organics recycling was added at Bunker Hills Golf Course after the restaurant changeover occurred last year. All food and paper waste is currently collected for organic recycling, and recycling efforts have been increased throughout the entire property. The current garage style storage method for trash and recycling is small and does not allow the restaurant to maximize and capture all of the potential recycling items that are generated. A portion of the grant will purchase a small stock room baler at the restaurant. This will allow the restaurant to maximize space, manage the material appropriately, and also collect a revenue from the sale of the cardboard. The addition of the new patio also needs to be addressed, and the remainder of the grant will be used to purchase recycling/organic and trash containers that fit the look of the newly renovated areas. The City intends to apply for a \$10,000 grant for the golf course.

The Coon Rapids Ice Center has also seen change and growth. With rentals on the rise and its programming increasing, the Ice Center would like to add additional recycling/trash stations throughout the property, both inside and out. With the enhanced food options now available at the Ice Center, organics will now be collected as well. All containers will be right sized to fit the current use of the building, but also allow for future growth. Containers will be uniform and will match in color throughout the property. With the number of containers needed to suit the properties needs, the City intends to apply for \$9,904.19 grant for the Ice Center.

These grants are non-matching and non-reimbursable. Anoka County fronts all expenses, purchases, and ships directly to the locations listed above.

### **RECOMMENDATION**

Staff recommends that the City Council authorize staff to apply for these recycling grants from Anoka County.



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**BUDGET IMPACT:**

There are no financial costs to the City through this grant program. The total amount requested for Bunker Hills Golf Course is \$10,000, and the Coon Rapids Ice Center is \$9,904.19.

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**Attachments**

Grant application Bunker Hills

Grant application Coon Rapids Ice Center

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# Non-Residential Recycling/Organics Grant Guidelines

## Introduction

Anoka County is working to improve recycling and management of food waste and other organic waste. Under State law Minn. Stat. § 115A.552 counties shall encourage businesses and generators of institutional solid waste to recycle and abate waste. The State has established aggressive goals for recycling and organics management. By 2030, Anoka County is expected to divert 75% of its waste through recycling and organics management. In 2014, the county diverted 51% so the need to grow programs within the county is necessary to reach state goals.

Non-residential entities can include businesses, schools, churches or sports facilities and can be large generators of trash, recyclables and food/source separated organics (SSO). The county has designed a container grant and assistance program to make it easy for non-residential entities to improve their waste management programs. Through recycling and recovery of food/source separated organics (SSO), facilities can be more efficient, help their bottom line and help the county meet its 75% diversion goal. The Non-Residential Recycling Grant Program can assist non-residential entities located in Anoka County to remove a barrier, the cost of containers and supplies, that can prevent recycling and food/source separated organics (SSO) recovery programs from moving forward and improving.

Applications will be accepted and evaluated throughout the year on a “first come-first serve basis”. They will be reviewed and evaluated by staff from Anoka County. During the review process, staff may contact the applicant for additional information and/or to clarify the proposal content. A site visit will be required prior to awarding grant funds. The grant applications take approximately 4 weeks to process depending upon the date received and the quality of the application.

**Staff are available to assist you with developing or reviewing grant applications.** The county would like you take advantage of this great opportunity to support recycling and organics programs in your facility.

## Available Funding

Non-residential entities, both public and private, located in Anoka County can apply for grants in an amount not to exceed \$10,000. Grants in any amount up to \$10,000 will be reviewed. The purpose of the grant program is to provide the containers and supplies needed so that the opportunity to recycle and/or divert source separated organics is available throughout your facility. Ideally anywhere you have provided trash containers. No matching funds are required for this grant. Applications will be accepted year round until funds have been fully disbursed.

Funding for this program is provided by state waste abatement funding and the Anoka County Solid Waste Management Charge that is assessed through the property tax system.

## Grant Objectives and Eligible Expenses

Grants are available for containers, supplies or educational materials to help reduce waste or initiate, improve the collection of recyclables, food waste, or source separated organics. A list of typical containers for recycling and organics collection is located in Appendix A.

The following objectives have been established as funding priorities for use of Non-Residential Recycling Assistance Program Funds.

### Objective 1: Recycling Source-Separated Organics

Project Examples include:

- Collecting source separated organics (SSO) for delivery to a composting facility.
- Diverting still-edible food from facilities and events for human consumption
- Capturing food waste to be processed into animal feed
- Establishing an on-site SSO composting program

All organics management options would require collection in a separate container and kept separate from trash and recyclables.

### Objective 2: Reuse & Recycling Improvement & Innovation

Project Examples include:

- Improving availability, quality, consistency or placement of recycling containers
- Improving/expanding collection of paper from various parts of non-residential entities e.g., copy centers, production areas, art rooms, libraries, classrooms, conference/meeting rooms
- Collecting recyclables at special events, e.g., athletic events, open houses, employee appreciation events, school festivals
- Initiating carton recycling
- Adding recycling containers to outdoor areas/building grounds
- Comparing recovery rates and cost effectiveness of various collection and sorting methods
- Replacing worn out or makeshift bins and signs
- Replacing single-use and disposable items with bulk and reusable items

### Eligible Expenses

- Sorting stations – a grouping of or one large container where recyclables, organics and trash are collected. (Trash containers can only be requested if they are part of a sorting station.)
- Bins, totes, carts, cart tippers, and other waste containers for transportation to containers serviced by hauler.
- Organics management containment systems for storage, managing odor and space concerns when generating large quantities of recyclables or organics.
- Up to 6-month supply of compostable bags for lining organics collection containers.
- Compostable food service ware.
- New reusable food service ware or lunch trays if converting from disposable food service ware or trays.
- Signage, labels and other recycling, food waste or source separated organics program educational materials.

### Fund Dispersal

No funds are transferred to the non-residential entity directly. Upon approval of the grant application, a site visit will be scheduled. Through the site visit the grant application will be reviewed and revisions to container/supplies/equipment requests may occur due to input from the site visit. The containers or equipment will be ordered by the county and delivered directly to the facility.

## Reporting

The county is responsible for reporting all recycling and organics diversion activities to the state. As part of receiving this grant, the county requires that volumes/weights of materials collected be reported semi-annually to staff on July 20<sup>th</sup> and January 20<sup>th</sup> of each year.

In addition, it is helpful to hear about any education or outreach activities that your facility has accomplished to engage employees, students or visitors in your waste management program.

## Definitions

**Recycling** - Using waste as material to manufacture a new product. Recycling involves altering the physical form of an object or material and making a new object from the altered material. With recycling, you generally need to collect a material, transport it, clean and sort it, transform it (for example, regarding plastic, it is chipped and melted into pellets), market the transformed material, make the transformed material into a new product, package the product, and market the product.

**Certified Compostable Products** - Plates, bowls, utensils, cups, containers and bags that will break down in the composting process. These are products that have been tested by a third party to ensure that they break down similar to leaves and grass or other comparable organic materials. Currently BPI (Biodegradable Products Institute) and Cedar Grove Composting are the only two organizations that provide this certification.

Look for these logos on products:



**Food/SSO (Source Separated Organics)** - Organic waste that comes from plants or animals that is edible or compostable and could include the following materials:

- Fruits and vegetables scraps
- Meat, poultry, and seafood scraps
- Bones
- Soiled cardboard
- Used napkins, paper towels, paper plates, paper lunch bags
- Certified Compostable Products (look for BPI or Cedar Grove logo on products)
- Paper egg cartons
- Tea bags, coffee grounds and filters
- Parchment and waxed papers
- Plants and flowers

**Site Visit** - The non-residential entity accepting the containers or equipment is required to complete a waste/recycling review so that opportunities to maximize the recycling program and potential enhancements to the program can be identified. This review would be conducted by Anoka County or Minnesota Waste Wise staff with the assistance of your facility staff and should not take more than one hour. Your recycling service provider may be asked to participate. Suggestions on potential improvements will be provided to the facility by the county.

## Best Management Practices for Program Success

- Administrative (principal or president) and custodial staff support the effort to enhance the recycling and/or SSO program and have signed off on this agreement.
- Overall coordinator of the program is designated.
- Recyclables and/or SSO must be separated from trash and delivered to a central location for pickup by a recycling service provider or delivered to a recycling drop-off center.
- Recycling and/or SSO containers will be clearly labeled.
- Recycling and/or SSO containers will be placed side-by-side with trash containers to help prevent contamination unless special circumstances make this impossible.
- It is agreed that the recycling program be promoted to everyone in the facility, i.e., staff, teachers, students, visitors. Posters, handouts, training and stickers are available to help achieve this goal.
- The applicant will work with your waste hauler and waste and recycling staff/custodial staff to obtain data on the quantities of trash and recyclables collected.
- It is recommended that enhanced recycling or SSO program roles and responsibilities be included in new employee, student and staff orientation materials, employee website resources, employee handbook or included within by-laws, governing principles or general operation policies.

### Make it Work and Save Money – Tips for success

- Make the recycling program simple. Use color-coded containers:
  - Blue for recycling;
  - Green for food scraps/organics and
  - Gray or Black for trash.
- Make it convenient. Put recycling or SSO bins wherever you provide trash bins. This can be either indoors or on the grounds of a facility. Organics may not be generated throughout your entire facility but make sure any lunch areas, kitchens, break rooms have organics collection containers. If collecting paper products for composting, be sure to collect paper towels in the bathrooms and kitchen areas.
- Right-size trash and recycling collection services. Evaluate your trash and recycling volumes to ensure your service matches your needs.
- Educate everyone from custodians to employees to leadership on the program and its benefits.

Recycling and Food Scrap/Organics collection components purchased through this grant should:

- Be paired with a trash container, or be part of a unified “waste station” that includes both trash, recycling and food scrap/organics collection components that cannot be separated.
- If part of a unified station, all components should be well labeled and, ideally, color-coded to match other recycling, SSO or trash bins.
- Be clearly labeled with a decal that lists all acceptable materials. The county will supply labels at no charge or make art work available to a business to create their own customizable labels at the business’ expense.

## Business and School Recycling Grant Application

Date: \_\_\_\_\_

### Applicant Information

|                |  |
|----------------|--|
| Facility Name  |  |
| Contact Name   |  |
| Contact Title  |  |
| Address        |  |
| City, Zip Code |  |
| Phone Number   |  |
| Email Address  |  |

### Ship To Information

|                |  |                          |  |
|----------------|--|--------------------------|--|
| Facility Name  |  | Is there a loading dock? |  |
| Contact Name   |  |                          |  |
| Address        |  | What are delivery hours? |  |
| City, Zip Code |  |                          |  |
| Phone Number   |  | Is building secure?      |  |
| Email Address  |  |                          |  |

**Duties and Budget Justification:** Please provide a brief justification for the budget items requested. Include an explanation of how costs were determined. Describe how the program will implemented.

*Please check yes or no for each of the following questions.*

### Reference Questions

|   | Yes | No |
|---|-----|----|
| Does your facility currently have a recycling program?  |     |    |
| Does your facility currently recycle cartons in your program?   |     |    |
| Does your facility currently provide recycling containers by entrances and external grounds, such as, practice fields, tennis courts, walking trails, picnic areas? |     |    |
| Does your facility currently have a food waste or organics/SSO recycling program?   |     |    |
| Did you work with MN Waste Wise in developing your grant application?   |     |    |

### Eligibility Questions

|   | Yes | No |
|---|-----|----|
| Is your facility physically located in Anoka County?  |     |    |
| Is your facility responsible for managing the recycling and trash hauling contract/program for the properties you own, lease, rent, manage or maintain? |     |    |

## Budget

### Supplies and Equipment

| Line Item                                 | Description | Total Proposed Amount |
|---|-------------|-----------------------|
| Supplies                                  |             |                       |
|   |             |                       |
| Equipment                                 |             |                       |
|   |             |                       |
| Other Expenses                            |             |                       |
|   |             |                       |
| <b>Supplies &amp; Equipment Sub-Total</b> |             |                       |

**Containers** - Please select containers from Container Catalog and complete order form below or attach the PDF wish list from the Container Catalog. Total container equivalent value shall not exceed \$10,000.

| Container Name – Description<br>(Make and Model) | Quantity | Cost per Container | Total Cost |
|--|----------|--------------------|------------|
|  |          |                    |            |
|  |          |                    |            |
|  |          |                    |            |
|  |          |                    |            |
|  |          |                    |            |
| <b>Container Grant Sub-Total</b>                 |          |                    |            |

**Grand Total (Supplies & Equipment Sub-Total plus Containers Sub-total) = \$** \_\_\_\_\_

If awarded a grant, \_\_\_\_\_ (business/school name) agrees to the following activities:

|  | Yes | No |
|--|-----|----|
| Host a site visit with a technical assistant to review current operations, the applicant's objectives and approach, report and provide assistance. |     |    |
| Provide a 3 sentence testimony and agree to serve as a "Success Story," if asked.  |     |    |
| Complete report documenting baseline pre-grant and post-grant quantities of a) materials recycled, b) food/SSO recovered, and c) trash.            |     |    |
| Provide reporting semi-annually to the county in volume or weight the amount collected in the previous 6 months of recyclables and/or SSO.         |     |    |

Applicant's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

**Mail to:** Anoka County Recycling & Resource Solutions | Attn: Non-Residential Recycling Grant Application |  
1530 Bunker Lake Blvd NW | Andover, MN 55304

**Fax to:** 763-323-5731 | Attn: Non-Residential Recycling Grant Application

**Email to:** recycle@co.anoka.mn.us | Subject: Non-Residential Recycling Grant Application

# Non-Residential Recycling/Organics Grant Guidelines

## Introduction

Anoka County is working to improve recycling and management of food waste and other organic waste. Under State law Minn. Stat. § 115A.552 counties shall encourage businesses and generators of institutional solid waste to recycle and abate waste. The State has established aggressive goals for recycling and organics management. By 2030, Anoka County is expected to divert 75% of its waste through recycling and organics management. In 2014, the county diverted 51% so the need to grow programs within the county is necessary to reach state goals.

Non-residential entities can include businesses, schools, churches or sports facilities and can be large generators of trash, recyclables and food/source separated organics (SSO). The county has designed a container grant and assistance program to make it easy for non-residential entities to improve their waste management programs. Through recycling and recovery of food/source separated organics (SSO), facilities can be more efficient, help their bottom line and help the county meet its 75% diversion goal. The Non-Residential Recycling Grant Program can assist non-residential entities located in Anoka County to remove a barrier, the cost of containers and supplies, that can prevent recycling and food/source separated organics (SSO) recovery programs from moving forward and improving.

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## Available Funding

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Funding for this program is provided by state waste abatement funding and the Anoka County Solid Waste Management Charge that is assessed through the property tax system.



## Grant Objectives and Eligible Expenses

Grants are available for containers, supplies or educational materials to help reduce waste or initiate, improve the collection of recyclables, food waste, or source separated organics. A list of typical containers for recycling and organics collection is located in Appendix A.

The following objectives have been established as funding priorities for use of Non-Residential Recycling Assistance Program Funds.

### Objective 1: Recycling Source-Separated Organics

Project Examples include:

- Collecting source separated organics (SSO) for delivery to a composting facility.
- Diverting still-edible food from facilities and events for human consumption
- Capturing food waste to be processed into animal feed
- Establishing an on-site SSO composting program

All organics management options would require collection in a separate container and kept separate from trash and recyclables.

### Objective 2: Reuse & Recycling Improvement & Innovation

Project Examples include:

- Improving availability, quality, consistency or placement of recycling containers
- Improving/expanding collection of paper from various parts of non-residential entities e.g., copy centers, production areas, art rooms, libraries, classrooms, conference/meeting rooms
- Collecting recyclables at special events, e.g., athletic events, open houses, employee appreciation events, school festivals
- Initiating carton recycling
- Adding recycling containers to outdoor areas/building grounds
- Comparing recovery rates and cost effectiveness of various collection and sorting methods
- Replacing worn out or makeshift bins and signs
- Replacing single-use and disposable items with bulk and reusable items

### Eligible Expenses

- Sorting stations – a grouping of or one large container where recyclables, organics and trash are collected. (Trash containers can only be requested if they are part of a sorting station.)
- Bins, totes, carts, cart tippers, and other waste containers for transportation to containers serviced by hauler.
- Organics management containment systems for storage, managing odor and space concerns when generating large quantities of recyclables or organics.
- Up to 6-month supply of compostable bags for lining organics collection containers.
- Compostable food service ware.
- New reusable food service ware or lunch trays if converting from disposable food service ware or trays.
- Signage, labels and other recycling, food waste or source separated organics program educational materials.

### Fund Dispersal

No funds are transferred to the non-residential entity directly. Upon approval of the grant application, a site visit will be scheduled. Through the site visit the grant application will be reviewed and revisions to container/supplies/equipment requests may occur due to input from the site visit. The containers or equipment will be ordered by the county and delivered directly to the facility.

## Reporting

The county is responsible for reporting all recycling and organics diversion activities to the state. As part of receiving this grant, the county requires that volumes/weights of materials collected be reported semi-annually to staff on July 20<sup>th</sup> and January 20<sup>th</sup> of each year.

In addition, it is helpful to hear about any education or outreach activities that your facility has accomplished to engage employees, students or visitors in your waste management program.

## Definitions

**Recycling** - Using waste as material to manufacture a new product. Recycling involves altering the physical form of an object or material and making a new object from the altered material. With recycling, you generally need to collect a material, transport it, clean and sort it, transform it (for example, regarding plastic, it is chipped and melted into pellets), market the transformed material, make the transformed material into a new product, package the product, and market the product.

**Certified Compostable Products** - Plates, bowls, utensils, cups, containers and bags that will break down in the composting process. These are products that have been tested by a third party to ensure that they break down similar to leaves and grass or other comparable organic materials. Currently BPI (Biodegradable Products Institute) and Cedar Grove Composting are the only two organizations that provide this certification.

Look for these logos on products:



**Food/SSO (Source Separated Organics)** - Organic waste that comes from plants or animals that is edible or compostable and could include the following materials:

- Fruits and vegetables scraps
- Meat, poultry, and seafood scraps
- Bones
- Soiled cardboard
- Used napkins, paper towels, paper plates, paper lunch bags
- Certified Compostable Products (look for BPI or Cedar Grove logo on products)
- Paper egg cartons
- Tea bags, coffee grounds and filters
- Parchment and waxed papers
- Plants and flowers

**Site Visit** - The non-residential entity accepting the containers or equipment is required to complete a waste/recycling review so that opportunities to maximize the recycling program and potential enhancements to the program can be identified. This review would be conducted by Anoka County or Minnesota Waste Wise staff with the assistance of your facility staff and should not take more than one hour. Your recycling service provider may be asked to participate. Suggestions on potential improvements will be provided to the facility by the county.

## Best Management Practices for Program Success

- Administrative (principal or president) and custodial staff support the effort to enhance the recycling and/or SSO program and have signed off on this agreement.
- Overall coordinator of the program is designated.
- Recyclables and/or SSO must be separated from trash and delivered to a central location for pickup by a recycling service provider or delivered to a recycling drop-off center.
- Recycling and/or SSO containers will be clearly labeled.
- Recycling and/or SSO containers will be placed side-by-side with trash containers to help prevent contamination unless special circumstances make this impossible.
- It is agreed that the recycling program be promoted to everyone in the facility, i.e., staff, teachers, students, visitors. Posters, handouts, training and stickers are available to help achieve this goal.
- The applicant will work with your waste hauler and waste and recycling staff/custodial staff to obtain data on the quantities of trash and recyclables collected.
- It is recommended that enhanced recycling or SSO program roles and responsibilities be included in new employee, student and staff orientation materials, employee website resources, employee handbook or included within by-laws, governing principles or general operation policies.

### Make it Work and Save Money – Tips for success

- Make the recycling program simple. Use color-coded containers:
  - Blue for recycling;
  - Green for food scraps/organics and
  - Gray or Black for trash.
- Make it convenient. Put recycling or SSO bins wherever you provide trash bins. This can be either indoors or on the grounds of a facility. Organics may not be generated throughout your entire facility but make sure any lunch areas, kitchens, break rooms have organics collection containers. If collecting paper products for composting, be sure to collect paper towels in the bathrooms and kitchen areas.
- Right-size trash and recycling collection services. Evaluate your trash and recycling volumes to ensure your service matches your needs.
- Educate everyone from custodians to employees to leadership on the program and its benefits.

Recycling and Food Scrap/Organics collection components purchased through this grant should:

- Be paired with a trash container, or be part of a unified “waste station” that includes both trash, recycling and food scrap/organics collection components that cannot be separated.
- If part of a unified station, all components should be well labeled and, ideally, color-coded to match other recycling, SSO or trash bins.
- Be clearly labeled with a decal that lists all acceptable materials. The county will supply labels at no charge or make art work available to a business to create their own customizable labels at the business’ expense.

## Business and School Recycling Grant Application

Date: \_\_\_\_\_

### Applicant Information

|                |  |
|----------------|--|
| Facility Name  |  |
| Contact Name   |  |
| Contact Title  |  |
| Address        |  |
| City, Zip Code |  |
| Phone Number   |  |
| Email Address  |  |

### Ship To Information

|                |  |                          |  |
|----------------|--|--------------------------|--|
| Facility Name  |  | Is there a loading dock? |  |
| Contact Name   |  |                          |  |
| Address        |  | What are delivery hours? |  |
| City, Zip Code |  |                          |  |
| Phone Number   |  | Is building secure?      |  |
| Email Address  |  |                          |  |

**Duties and Budget Justification:** Please provide a brief justification for the budget items requested. Include an explanation of how costs were determined. Describe how the program will implemented.

*Please check yes or no for each of the following questions.*

### Reference Questions

|   | Yes | No |
|---|-----|----|
| Does your facility currently have a recycling program?  |     |    |
| Does your facility currently recycle cartons in your program?   |     |    |
| Does your facility currently provide recycling containers by entrances and external grounds, such as, practice fields, tennis courts, walking trails, picnic areas? |     |    |
| Does your facility currently have a food waste or organics/SSO recycling program?   |     |    |
| Did you work with MN Waste Wise in developing your grant application?   |     |    |

### Eligibility Questions

|   | Yes | No |
|---|-----|----|
| Is your facility physically located in Anoka County?  |     |    |
| Is your facility responsible for managing the recycling and trash hauling contract/program for the properties you own, lease, rent, manage or maintain? |     |    |

## Budget

### Supplies and Equipment

| Line Item                                 | Description | Total Proposed Amount |
|---|-------------|-----------------------|
| Supplies                                  |             |                       |
|   |             |                       |
| Equipment                                 |             |                       |
|   |             |                       |
| Other Expenses                            |             |                       |
|   |             |                       |
| <b>Supplies &amp; Equipment Sub-Total</b> |             |                       |

**Containers** - Please select containers from Container Catalog and complete order form below or attach the PDF wish list from the Container Catalog. Total container equivalent value shall not exceed \$10,000.

| Container Name – Description<br>(Make and Model) | Quantity | Cost per Container | Total Cost |
|--|----------|--------------------|------------|
|  |          |                    |            |
|  |          |                    |            |
|  |          |                    |            |
|  |          |                    |            |
|  |          |                    |            |
| <b>Container Grant Sub-Total</b>                 |          |                    |            |

**Grand Total (Supplies & Equipment Sub-Total plus Containers Sub-total) = \$** \_\_\_\_\_

If awarded a grant, \_\_\_\_\_ (business/school name) agrees to the following activities:

|  | Yes | No |
|--|-----|----|
| Host a site visit with a technical assistant to review current operations, the applicant's objectives and approach, report and provide assistance. |     |    |
| Provide a 3 sentence testimony and agree to serve as a "Success Story," if asked.  |     |    |
| Complete report documenting baseline pre-grant and post-grant quantities of a) materials recycled, b) food/SSO recovered, and c) trash.            |     |    |
| Provide reporting semi-annually to the county in volume or weight the amount collected in the previous 6 months of recyclables and/or SSO.         |     |    |

Applicant's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

**Mail to:** Anoka County Recycling & Resource Solutions | Attn: Non-Residential Recycling Grant Application |  
1530 Bunker Lake Blvd NW | Andover, MN 55304

**Fax to:** 763-323-5731 | Attn: Non-Residential Recycling Grant Application

**Email to:** recycle@co.anoka.mn.us | Subject: Non-Residential Recycling Grant Application



**City Council Regular**

**8.**

**Meeting Date:** 10/06/2015

**Subject:** Approve Temporary On-Sale Strong Beer and Wine Liquor License for "Date Night" at Epiphany Church

**From:** Stephanie Lincoln, Deputy City Clerk

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**INTRODUCTION**

Jay Tomaszewski, on behalf of Epiphany Church, 1900 111th Avenue NW, has applied for a temporary on-sale strong beer and wine liquor license to be used at "Date Night" at Epiphany on October 24th, 2015.

**DISCUSSION**

The appropriate fees have been paid and the Certificate of Insurance for liquor liability is on file. Mr. Tomaszewski's background investigation is in the process of being completed by the Police Department. Issuance of the license is contingent upon the Clerk's office receiving a successful background investigation from the Police Department.

The temporary on-sale strong beer and wine liquor license will be valid from 6:00 to 10:00 p.m. on Saturday, October 24th, 2015.

**RECOMMENDATION**

Council approval of a temporary strong beer and wine liquor license for Epiphany Church for use at "Date Night" at Epiphany on October 24th, 2015.

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## City Council Regular

9.

**Meeting Date:** 10/06/2015

**Subject:** Approve Final Payment for Project 14-9, Riverview Park Redevelopment

**Submitted For:** Sharon Legg, Finance Director

**From:** Sarah Greene, Administrative Assistant II

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### **INTRODUCTION**

The City Engineer has recommended final payment to Peterson Companies, Inc. in the amount of \$17,765.56 for Project 14-9, Riverview Park Redevelopment.

### **DISCUSSION**

A summary of Project 13-21 is as follows:

|                                 |                  |
|---------------------------------|------------------|
| Contract completion date        | 10/16/15         |
| Substantial completion date     | 6/12/15          |
| Final completion date           | 9/28/15          |
| Contract amount                 | \$1,724,415.99   |
| Total additions/deletions       | \$11,858.00      |
| Final contract amount           | \$1,736,273.99   |
| Actual project costs            | \$1,776,556.21   |
| Less: previous payments by City | (\$1,758,790.65) |
| Amount due                      | \$17,765.56      |
| Amount over final contract      | \$40,282.22      |

The changes to this project were:

- 1) Change specified fluorescent light fixtures in the warming house to LED fixtures, deduct rain drip caps at exterior doors and add door stops.
- 2) Furnish and install three boulders (six total) at each side of the trail on the south side of the site to prevent traffic from driving around the gates.
- 3) Furnish and install 50' of black vinyl coated 6' high chain link fence on the west side of the basketball court to enhance the final project.

The actual project costs were more than the final contract amount due to the installation of actual quantities vs. estimated quantities; primarily related to concrete work (playground curbing and maintenance strips).

### **RECOMMENDATION**

All of the above dates and amounts are reasonable and accurate according to the project file. No liquidated damages are recommended. Staff recommends approval of change orders 1-3 and final payment to Peterson Companies, Inc. in the amount of \$17,765.56 for Project 14-9, Riverview Park Redevelopment.

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## **City Council Regular**

**10.**

**Meeting Date:** 10/06/2015

**Subject:** Hold Public Hearing and Consider Adoption of Resolution 15-111 Rescinding Final Plat Approval for Tylers Cove (Planning Case 13-31)

**From:** Scott Harlicker, Planner

---

### **INTRODUCTION**

Pursuant to Title 11, Section 11-1504.2(3) the City Council is being asked to adopt Resolution 15-111 rescinding the final plat approval for Tylers Cove. The final plat has not been recorded with Anoka County within the required time frame. At the September 15th meeting, Council opened the public hearing and continued it to the October 6th meeting. Council is being asked to take public comment and consider adoption of the attached Resolution.

### **DISCUSSION**

At the March 4, 2014 meeting, Council approved the final plat for Tylers Cove. Tylers Cove is a two lot single family residential plat located at the east end of 127th Avenue cul-de-sac. Through spring and summer 2014, the applicant had been in discussions with staff on addressing the conditions of the approval, primarily engineering related. The outstanding issues included park dedication fees, a trail easement and payment of outstanding assessments. On October 22, 2014 the Assistant City Engineer sent the Balfany's, the property owners, a letter summarizing the outstanding issues. Staff did not hear back from the applicants. On June 3, 2015 Ms. Balfany e-mailed staff and stated that the buyer of the lots had decided to build in Andover and they would not be moving forward at this time. On July 24th the applicant was sent a letter informing them of the subdivision regulations, the need to get the plat recorded and the possibility of the final plat approval being rescinded. Staff has not heard from the applicants.

City Code Title 11, Section 11-1504.2(3) requires that, "Within 90 days after the City Council takes final action on a subdivision plat, the owner must record the plat with the County. Failure of the subdivider to comply with the requirements of recording will be cause for rescission of approval by the City Council."

Pursuant to Title 11, Section 11-1504.2(3) staff requests that the City Council take formal action to rescind their final plat approval for Tyler Cove.

### **RECOMMENDATION**

In Planning Case 13-31, staff recommends the City Council:

1. Conduct the public hearing
2. Adopt Resolution 15-111 rescinding final plat approval for Tylers Cove.

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### **Attachments**

Location Map

Final Plat

July 24th letter to applicants

Resolution 15-111

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# Location Map





# TYLERS COVE

Beginning at the northwest corner thereof; thence South 88 degrees 53 minutes 20 seconds East, assumed bearing, along the north line of said Southwest Quarter of the Southeast Quarter, 195.05 feet; thence South 01 degrees 06 minutes 40 seconds West 74.73 feet; thence South 47 degrees 40 minutes 30 seconds West 159.76 feet; thence North 89 degrees 14 minutes 21 seconds West 77.91 feet to the west line of said Southwest Quarter of the Southeast Quarter; thence North 00 degrees 45 minutes 39 seconds East along said west line 185.06 feet to the point of beginning.

ACRE LAND SURVEYING  
BLAINE, MN

For the purposes of this plat, the north line of the SW1/4 of the SE1/4 of Sec. 3, T. 31, R. 24, Anoka County, Minnesota is assumed to bear South 88 degrees 53 minutes 20 seconds East.



July 24, 2015

Terry Balfany  
1931 Main Street  
Coon Rapids, MN 55448

Dear Mr. Balfany:

**Re: Planning Case 13-31  
Final Plat Tylers Cove**

At their meeting on March 4, 2014 the Coon Rapids City Council approved the preliminary and final plat for Tylers Cove with the following conditions:

1. All comments of the City Engineer be addressed.
2. Park dedication in the amount of \$4,000 be paid prior to releasing the plat for recording.
3. One street tree per lot be planted prior to the issuance of a Certificate of Occupancy.

It has been 16 months since the City Council approved the final plat. The plat has not been recorded. City Code Title 11, Section 11-1504.2(3) requires that, " Within 90 days after the City Council takes final action on a subdivision plat, the owner must record the plat with the County. Failure of the subdivider to comply with the requirements of recording will be cause for rescission of approval by the City Council."

Pursuant to Title 11, Section 11-1504.2(3) staff will be requesting that the City Council take formal action to rescind their final plat approval for Tyler Cove. You will be receiving formal notification of the public hearing when the public hearing date is set.

If you have questions, please contact this office at (763)767-6430.

Sincerely,

Scott Harlicker  
Planner

**RESOLUTION NO. 15-111**

**RESOLUTION RESCINDING APPROVAL OF FINAL PLAT FOR  
TYLER'S COVE, PLANNING CASE NO. PC 13-31**

**WHEREAS**, the City Council on March 4, 2014, approved the final plat for Tyler's Cove; and

**WHEREAS**, it has been 17 months since the Council approved the final plat; and

**WHEREAS**, Section 11-1504.2(3) requires that within 90 days after the City Council takes final action on a subdivision plat, the owner must record the plat with the County. Failure of the subdivider to comply with the requirements of recording will be cause for rescission of approval by the City Council; and

**WHEREAS**, on July 24, 2015, the applicants were notified of the possible rescission of the final plat approval if the plat was not recorded.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota the final plat for Tyler's Cove was not recorded with Anoka County within 90 days of final plat approval.

**BE IT FURTHER RESOLVED** the City Council rescinds the final plat approval for Tyler's Cove.

Adopted by the Coon Rapids City Council this 6th day of October, 2015.

---

Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

**11.**

**Meeting Date:** 10/06/2015

**Subject:** Consider Adoption of Ordinance 2147 Restricting Parking on Lily Street NW

**Submitted For:** Mark Hansen, Assistant City Engineer

**From:** Sarah Greene, Administrative Assistant II

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**INTRODUCTION**

Staff is requesting the City Council adopt a no parking ordinance for the west side of Lily Street from 113th Avenue to 115th Avenue, extending approximately 50 feet on the south side of 113th Avenue.

**DISCUSSION**

On July 17, City staff sent a letter to residents along Lily Street from 113th Avenue NW to 115th Avenue NW requesting feedback regarding a proposal to permanently post No Parking signs along one or both sides of Lily Street. This proposal came about due to concerns with the City's annual 4th of July festival now taking place nearby, the sub-standard width of Lily Street, and emergency response concerns expressed by the City's Fire Chief. Staff received a number of resident responses on this matter. A majority of residents indicated they are not in favor of permanently posting No Parking signs along both sides of Lily Street, but did indicate they could accept No Parking only on the west side. A follow-up letter was sent to residents on August 19 to make them aware of the recommended parking restrictions to be presented to Council. Staff received no objections or comments to the proposed recommendations.

An ordinance was introduced by Council on September 15, 2015. Council is now requested to adopt the ordinance restricting parking on Lily Street.

**RECOMMENDATION**

Staff recommends the City Council adopt the ordinance restricting parking on the west side of Lily Street from 113th Avenue NW to 115th Avenue NW, extending along the south side of the curve that connects Lily Street to 113th Avenue, as well as approximately 50 feet on the south side of 113th Avenue.

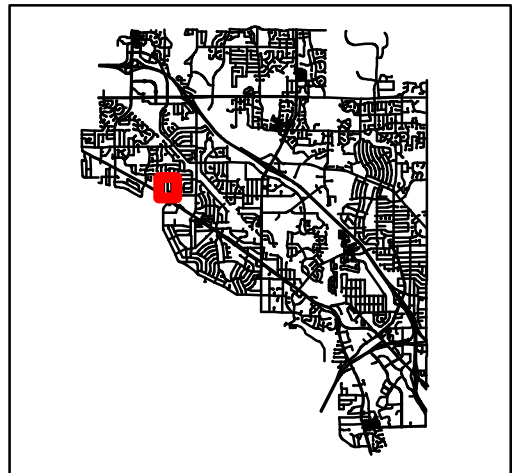
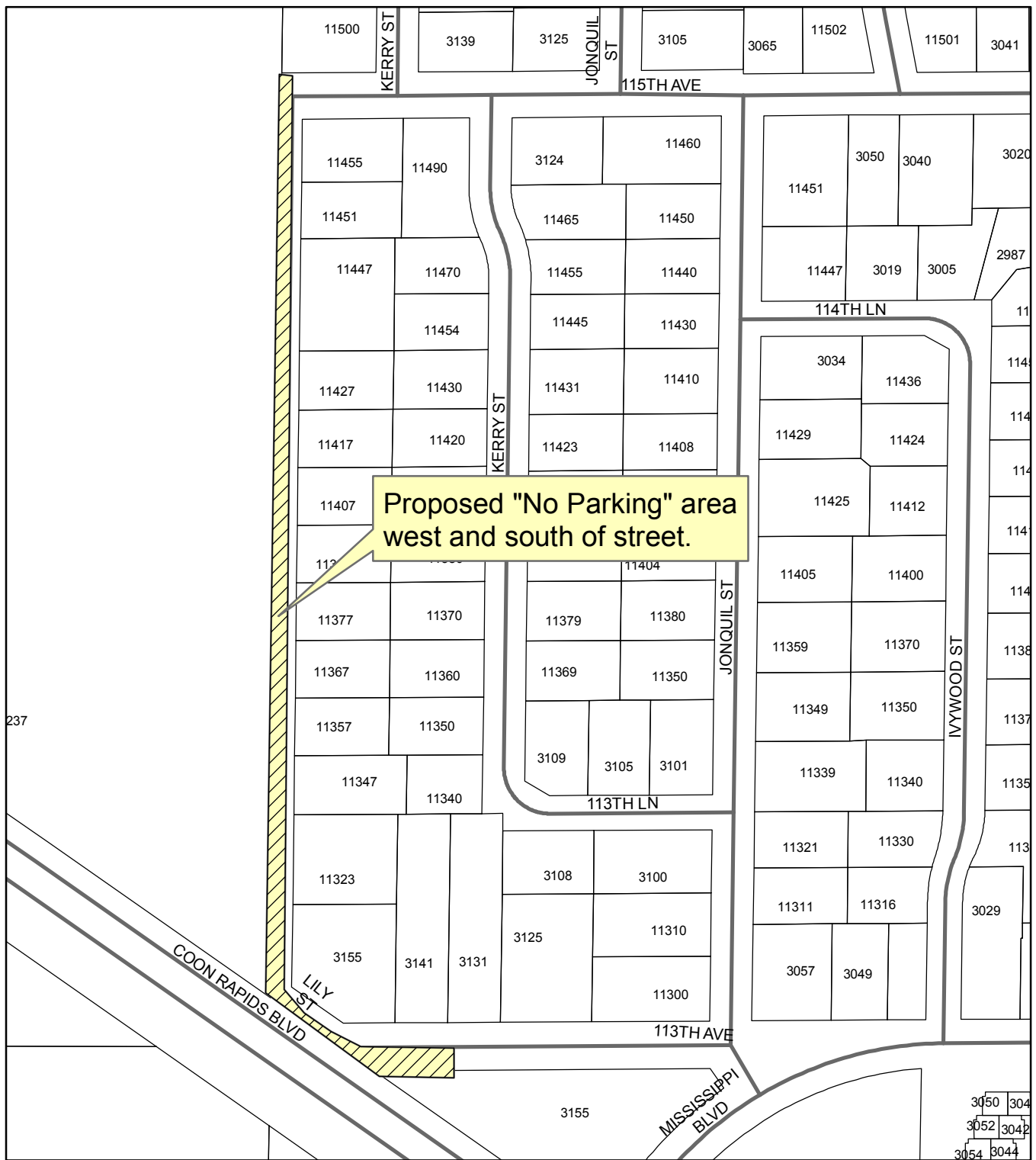
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**Attachments**

Lily St. Layout

Ordinance 2147

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**ORDINANCE NO. 2147**

**AN ORDINANCE RESTRICTING PARKING ON THE WEST  
SIDE OF LILY STREET NW FROM 113<sup>TH</sup> AVENUE NW TO  
115<sup>TH</sup> AVENUE NW AND 50 FEET ALONG THE SOUTH SIDE OF  
113<sup>TH</sup> AVENUE NW EAST OF LILY STREET NW**

**The City of Coon Rapids does ordain:**

Section 1. There is hereby established a parking restriction on the west side of Lily Street NW from 113th Avenue NW to 115th Avenue NW, extending along the south side of the curve that connects Lily Street NW to 113th Avenue NW, as well as approximately 50 feet on the south side of 113th Avenue NW.

Section 2. The Public Works Director is authorized and directed to install appropriate signs to effectuate the purpose of this ordinance.

Introduced on the 15th day of September, 2015.

Adopted on the 6th day of October, 2015.

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Jerry Koch, Mayor

ATTEST:

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City Clerk



**City Council Regular**

**12.**

**Meeting Date:** 10/06/2015

**Subject:** Consider Adoption of Ordinance 2148 Restricting Parking on Butternut Street NW

**Submitted For:** Mark Hansen, Assistant City Engineer

**From:** Sarah Greene, Administrative Assistant II

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**INTRODUCTION**

Staff is requesting the City Council adopt a no parking ordinance on both sides of Butternut Street NW from 101st Avenue NW to a distance 50 feet south.

**DISCUSSION**

On July 17, City staff sent a letter to residents along a portion of Butternut Street NW from 99th Lane NW to 101st Avenue NW requesting feedback regarding the placement of No Parking signs along one or both sides of Butternut Street in this area. This proposal came about due to resident concerns regarding on-street parking in the area. Staff received a number of resident responses on this matter. Unfortunately, there was no clear majority of residents that favored No Parking on one, both, or neither side of Butternut Street. Staff reviewed the area in detail and based on the layout of Butternut Street as it intersects with 101st Avenue, recommends No Parking on both sides of Butternut Street from 101st Avenue to a distance 50-feet south to improve vehicle sight lines at the intersection and, therefore, provide for increased safety. A follow-up letter stating such was sent to residents in the area on August 19. Staff received no objections or comments from area residents based on the follow-up letter.

An ordinance was introduced by Council on September 15, 2015. Council is now requested to adopt the ordinance restricting parking on Butternut Street.

**RECOMMENDATION**

Staff recommends the City Council adopt the ordinance restricting parking on both sides of Butternut Street NW from 101st Avenue NW to a distance 50 feet south.

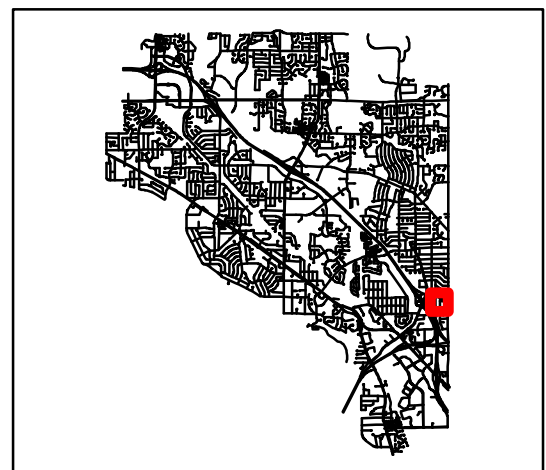
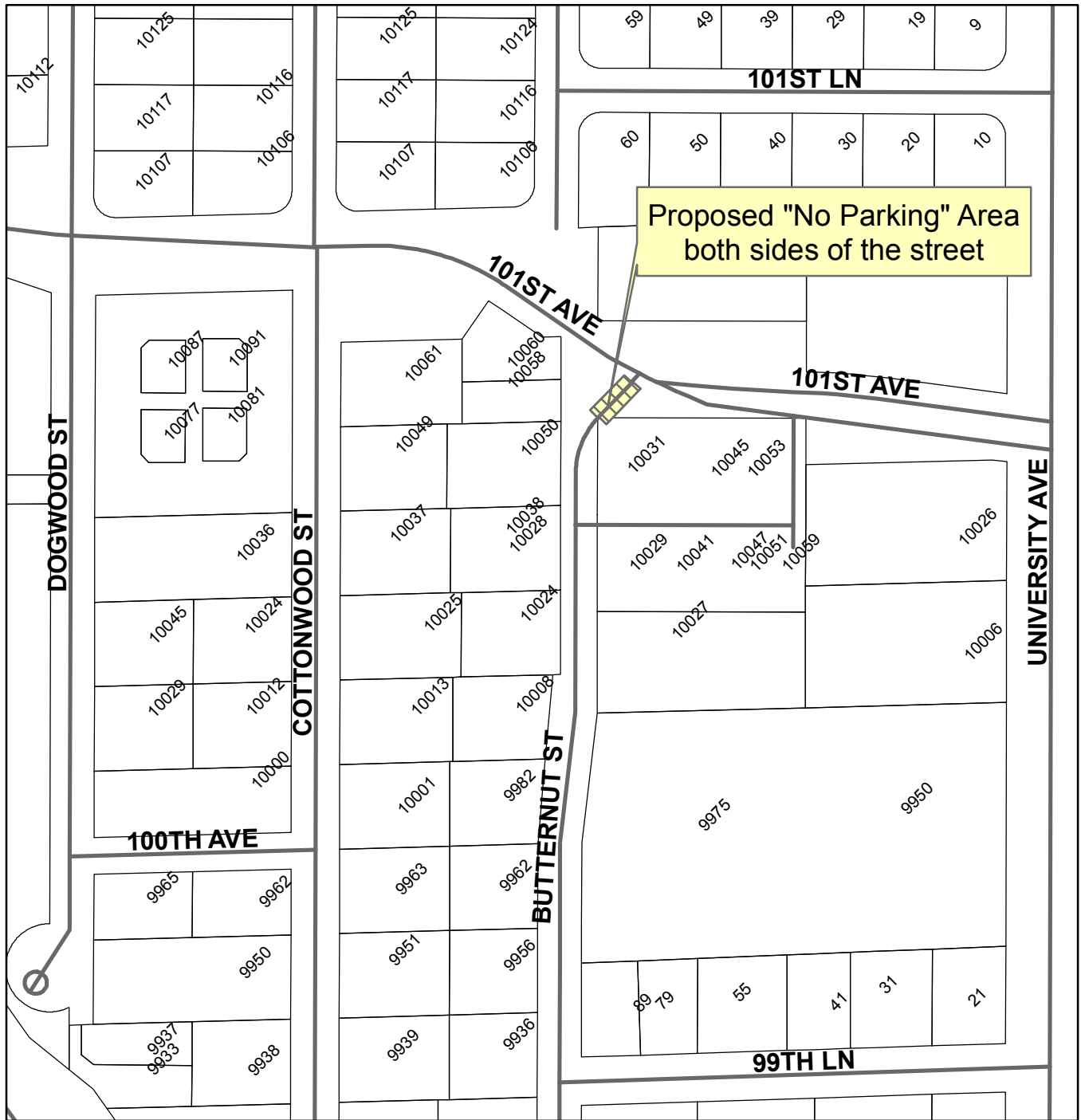
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**Attachments**

Butternut St. Layout

Ordinance 2148

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**ORDINANCE NO. 2148**

**AN ORDINANCE RESTRICTING PARKING ON BOTH SIDES OF  
BUTTERNUT STREET NW FROM 101<sup>ST</sup> AVENUE NW TO A  
DISTANCE 50 FEET SOUTH**

**The City of Coon Rapids does ordain:**

Section 1. There is hereby established a parking restriction on both sides of Butternut Street NW from 101st Avenue NW to a distance 50 feet south.

Section 2. The Public Works Director is authorized and directed to install appropriate signs to effectuate the purpose of this ordinance.

Introduced on the 15th day of September, 2015.

Adopted on the 6th day of October, 2015.

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Jerry Koch, Mayor

ATTEST:

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City Clerk



## City Council Regular

13.

**Meeting Date:** 10/06/2015

**Subject:** PC 15-28: Consider Use Flexibility for Transitional Housing, Hope 4 Youth, 80 Coon Rapids Blvd

**From:** Scott Harlicker, Planner

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### **INTRODUCTION**

The applicant, Hope 4 Youth, is requesting they be granted "Use Flexibility" in order to open a transitional housing facility with 12 beds at 80 Coon Rapids Boulevard.

### **DISCUSSION**

#### **Background**

The applicant is proposing a transitional housing facility for youth ages 18-24. The facility will house both males and females. It will be open 24 hours a day, seven days a week. The average length of stay will be 18-24 months. It will be staffed with 2-4 staff during the day and 1-2 staff nights and weekends. The facility will consist of 12 studio units in phase one. The units include a bedroom, kitchenette, and bath. Laundry is available on site. There are also common areas that include dining area, family room, workout room, study areas with computers and outdoor living areas.

The density for this project is 7 units per acre which complies with the River Rapids Overlay District requirement of a maximum density of 7 units per acre. The applicant is contemplating a second and third floor in future phases. Additional approvals will be required for future phases.

For parking, staff used the parking requirement for boarding houses because it is a similar use. The parking requirement is 1 space per room plus 2 spaces. The parking requirement for this use is 14 spaces. The site has 91 spaces.

Residents pay rent, sign leases and are required to perform daily chores. They are also required to attend school and/or work. The facility will have to comply with the City's rental licensing requirements.

#### **Analysis**

##### *Use Flexibility*

The City Council may approve a use, a density of use, or a mix of uses different from what is allowed upon findings that:

- (a) The modification significantly advances the intent of this Section;
- (b) The modification is necessary to develop the property in an efficient, well-organized way;
- (c) The plan provides significant site amenities, buffers, and other elements to offset any potential harmful effects that could be caused by the use;

(d) The use does not detract from uses in Port Districts.

The applicant offers the following in support of the above findings:

(a) The request meets the intent of the Section in that the project will aid in protecting the health, safety and public welfare of the youth in the community by providing a safe living environment along with training and support needed to become self sufficient. The transitional housing facility will provide a mix of uses within the area. The proposed use will serve the needs of nearby neighborhoods and will foster a sense community by working with nearby businesses on training and hiring programs for residents .

(b) The request will develop the property in an efficient and well organized way. The site has been vacant for several years. Access is difficult, there is a right-in only available from Coon Rapids Boulevard, making it difficult to find commercial tenants. The proposed use is not dependent on easy access or high visibility, making it good fit for this site. The proposal will utilize the existing parking and building.

(c) The applicant will be make improvements to the site to enhance it's appearance. On the southwest corner of the site will be a patio area, basketball court and a lawn area. The exterior of the building will be repainted and a landscaped area installed at the front entrance. Bikes racks will also be available. New signage is proposed and will require a separate permit.

(d) The request does not detract from uses in the PORT District. The site is separated from PORT Evergreen by Highway 47 and the Highway 47/Coon Rapids Boulevard interchange.

### *Planning Commission Meeting*

At the Planning Commission meeting held on September 17th, 10 people spoke at the public hearing. They each presented reasons why Hope 4 Youth is an outstanding organization and the the transitional housing facility would be a valuable asset for the community. Several Commissioners expressed their support for the project; the Commission voted unanimously to recommend approval of the request for use flexibility.

### **RECOMMENDATION**

In Planning Case 15-28, Planning Commission recommended the City Council approve Use Flexibility for a transitional housing facility for 12 residents located at 80 Coon Rapids Boulevard with the following findings:

1) The request meets the intent of the Section in that the project will aid in protecting the health, safety and public welfare of the youth in the community by providing a safe living environment along with training and support needed to become self sufficient. The transitional housing facility will provide a mix of uses within the area. The proposed use will serve the needs of nearby neighborhoods and will foster a sense community by working with nearby businesses on training and hiring programs for residents .

2) The request will develop the property in an efficient and well organized way. The site has been vacant for several years. Access is difficult, there is a right-in only available from Coon Rapids Boulevard, making it difficult to find commercial tenants. The proposed use is not dependent on easy access or high visibility, making it good fit for this site. The proposal will utilize the existing parking and building.

3) The applicant will be make improvements to the site to enhance it's appearance. On the southwest corner of the site will be a patio area, basketball court and a lawn area. The exterior of the building will be repainted and a landscaped area installed at the front entrance. Bikes racks will also be available. New signage is proposed and will require a separate permit.

4) The request does not detract from uses in the PORT District. The site is separated from PORT Evergreen by Highway 47 and the Highway 47/Coon Rapids Boulevard interchange.

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### **Attachments**

Location Map

Applicant Narrative Findings for Use Flexibility

Applicant Narrative Business Plan

Site Plan, Floor Plan and Building Elevations

Site Air Photo

Delineation of Responsibilities

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# Location Map







## Business Plan

September 2015

*Prepared for HOPE 4 Youth by:*



**strategic consulting & coaching**  
*creating new paths for growth & success*

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# HOPE 4 Youth Application for Use Flexibility

## Brief Overview for City of Coon Rapids

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### HOPE 4 Youth Transitional Housing Facility

- Facility will be open 24 hours a day, 7 days a week
  - Facility will be staffed with 2-4 staff during daytime, 1-2 staff overnights and weekends
  - Expected 12 studio units in phase 1. Units include bedroom, kitchenette and bath
  - Laundry facility on site
  - Snack kitchen
  - Common areas such as family room, dining room, work out facilities, studies with computers, outside living areas
  - Conference room and offices for outreach workers, paid staff and case workers
  - Donations room onsite for items such as linens, decorations, accessories furniture, etc. for personalizing each youth's room
  - "Intern" job training and placement services
  - Youth will sign leases, pay rent and have daily chores
  - Youth will be required to attend school and/or work to live here
  - Facility will have swipe key for access and cameras mounted interior and at each outside exit/entrance
  - Youth will meet with case worker bi-weekly graduating to a monthly basis when ready
  - Facility is drug and alcohol free
  - Facility bans weapons
  - Phase 1 will have closed off stairwells for future expansion to 2<sup>nd</sup> and 3<sup>rd</sup> floors in Phase 2 & 3
-

## Application for Use Flexibility

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Property Address: 80 Coon Rapids Blvd

Date of Application: 7/13/15

### Use Flexibility Stated Findings

#### #1- 11-1003.16 (A) Finding

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The modification significantly advances the intent of this section (11-1003- River Rapids Overlay District)

As exhibited under 11-1003.1 Intent, “This section intends to protect the health, safety and public welfare through the adoption of official overlay controls that encourage compact, vigorous, mixed use development, tied to a common theme that encompasses the heritage and qualities of the Mississippi River along the Coon Rapids Boulevard corridor.”

Narrative- According to 6/23/15 Wilder Foundation stats 1055 youth were experiencing homelessness and 245 of them are unaccompanied. 43% of these students attend Coon Rapids elementary, middle school and high school.

As you can see the numbers are startling and overwhelming. And it is in our backyard.

Research from the Wilder Foundation on youth homelessness in Minnesota indicates:

- About 50% of them were physically abused,
- 1 in 3 was neglected,
- 1 in 4 was sexually abused as a child, and
- 58% of them have had at least one placement in a foster home, group home, or facility for persons with emotional, behavioral, or mental problems.

The goal for HOPE 4 Youth is to eliminate youth experiencing homelessness by 2026. It is a lofty goal but with the horsepower and momentum our 3+ year old organization has today, we feel confident with the City of Coon Rapids' help we make this goal become a reality.

In looking at the intent, protecting the health, safety and public welfare of our youth is a huge step in helping the City of Coon Rapids and Greater Anoka County revitalize and strengthen the

foundation of the next generations of Coon Rapids and Greater Anoka County residents. The youth are in our community today. They are very skilled at “flying under the radar”. They are couch hopping, sleeping in cars, sleeping under bridges and in parks. Our intent is to provide a facility where they can:

- Be in a safe and protected environment
- Have a roof over their heads and a bed to sleep in
- Get a warm meal and a shower
- Work individually with a case manager to help them with addictions, family challenges, abuses
- Get jobs and skills training in fields they want to learn in
- Get counseling and assistance in completing a GED, tech school job application
- Learn and grow in a HOPE 4 Youth sponsored job internship program with our local business partners

We have experienced great successes in our current drop in center in Anoka with giving our youth the tools to move from a day to day survival mode to becoming contributor's to society.

As for the intent of: “Mixed-use development tied to a common theme that encompasses the heritage and qualities of the Mississippi River along the Coon Rapids Boulevard corridor”; our proposal for a transitional housing facility would definitely fall under the category for mixed use. We are sure that it never was the intent of the City of Coon Rapids City Code to consider youth housing as part of the code. But in looking at what the City founders had envisioned for the heritage and qualities of the area, we are sure the health and welfare of the local youth is a huge part of their vision.

Youth homelessness is a huge problem in our world and our corner of the world today. It will not go away simply by ignoring it. Our proposal is to identify it, secure it, supervise it, better it and then eliminate it.

As exhibited under 11-1003.2 Intent- “Especially between the Ports, uses should serve the needs of nearby neighborhoods. Development throughout the district should foster a sense of community, that is, the opportunity for people to travel comfortably throughout the District, conduct business and meet neighbors.”

Narrative- It is our intent and plan to create an environment at our transitional housing facility whereby the local businesses and residential neighborhoods become entwined with the youth and feel welcome to become a part of the family at our facility.

We envision working with the retail, restaurant and industrial businesses around the facility. We have a team of 25 volunteers in the Public Relations Subcommittee that will be knocking on doors

looking for businesses in need of employees that want to become part of the solution of youth homelessness. We will be developing an “intern” job training program whereby the youth will actually be paid by a private grant instead of the employer during a preset intern training period. Once this term has expired it is up to the intern and the employer if the intern continues on in an employer/employee working relationship.

Each of our studio units will be complete with a full size bed, nightstand, dresser, full bath and a kitchenette complete with stove, sink, microwave, cabinets and countertop. The youth will be required to sign and execute a lease, pay rent, provide chores and tasks around the facility. There will be common areas such as a family room, kitchen, dining, work out facility and a donations room.

We plan on having a garden where the youth can grow fruit and vegetables to learn self-sufficiency and independence by planting, harvesting and preparing a culture of “living off the land”.

Our Public Relations Subcommittee will also be knocking on the doors of the neighboring residences explaining who we are and what our transitional housing facility will look like. They are there to answer questions and eliminate fears. The residents will be invited to tour our drop in center and attend the planning commission meeting.

One of the goals for HOPE 4 Youth is for the organization to “partner” with Coon Rapids City Leaders by fostering an environment of solutions and problem solving. As we said earlier, the problem is in our community today. By partnering with Coon Rapids leaders and staff we hope to work together to eliminate youth homelessness in our community by 2026. HOPE 4 Youth wants to become the #1 resource when the Law Enforcement Community, City Workers, Staff, City Council members, etc. become aware of youth occupying a tent camp, or vacant home occupancy, or an individual simply seen as sleeping in a car, porta-potty or other. HOPE 4 Youth would like to work together in holding seminars, panel discussions, employee training and the like. We envision working with staff and leaders to foster an community whereby other Cities come to us to see how we did what we did and learn from us. HOPE 4 Youth wants to team with City leaders and staff in developing phase 2 and phase 3.

So as the intent says: “Should foster a sense of community, that is, the opportunity for people to travel comfortably throughout the District, conduct business and meet neighbors.” We feel very confidently with proper awareness and education, the community will embrace our organization and our cause. To date we have over 1100 volunteers at HOPE 4 Youth and have raised over 1.5 million dollars of private funds. We have been featured on the Anoka Union, Mpls. Star Tribune, St Paul Pioneer Press, KARE 11, KSTP, WCCO, and FOX 9 News. The awareness and education has started, we feel it is our time to move forward with the facility, systems, people and passion to “fix” the problem of youth homelessness in our community.

## #2- 11-1003.16 (B) Finding

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The modification is necessary to develop the property in an efficient, well-organized way.

## #3- 11-1003.16 (C) Finding

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The plan provides significant site amenities, buffers, and other elements to offset any potential harmful effects that could be caused by the use.

Narrative- As per section 11-1003.6- “Site plans must demonstrate compatibility with applicable improvement, amenity, or design elements as adopted by the resolution of the City Council. Such elements include, but are not limited to, sculpture, fountains, benches, lighting, signage, fencing, pavement and landscape materials”.

We have attached renderings of various ideas for taking the facility from current state to a proposed finished state of trees, plantings, mulch, benches, lighting and more. Keeping in mind the facility will need a complete gutting and rebuild on the inside we wanted to make the exterior be one that “blended” in while “beautifying”. Our goal will be to use our funds in a responsible manner by spending the monies in providing the best level of services and amenities on the inside of the facility.

The current facility is one that most people don’t even know is there. There is nothing to draw attention to it. The current facility has been on the market for upwards of 3 years. The vacancy rate in the Northtown area is high with several big box stores like Sports Authority, K-Mart, and Circuit City pulling up roots and closing stores. All these facilities are within several hundred feet of our proposed facility.

What we like and feel The City will like also is the placement of the facility on the land. The building is closer to Hwy 47 than it is Coon Rapids Blvd. Hwy 47 is shielded by several large trees giving it seclusion from the drive-by traffic on Hwy 47. The distance and placement of the building from Coon Rapids Blvd keeps it fairly well hidden from drive-by traffic on the Blvd. While we feel this is ideal for our type of business, it is quite less than ideal for a retail type business. Hence the reason the facility has gone unsold in 3 years.

As you will be able to see on the renderings for our proposed exterior changes, the facility will be upgraded significantly but will not necessarily be standing out saying “look at me”. Our youth will be so excited to have a place they call home. But our youth are also embarrassed by their living situation. We want a place that does not “advertise” or “appear” to be a homeless shelter. This is not what we are. What we are offering is a home for our youth to get on track, learn, clean up, and eventually become contributing members of society. “Flying under the radar” is what they do today

so staying in that same theme all the while helping to “fix” their current situation is what we are about.

As per section 11-1003.11 (12)- “Include compatible street furniture and amenities, such as benches, litter receptacles, pedestrian lighting, and bicycle racks, to enhance the pedestrian environment”.

Narrative- Our youth mostly travel on bikes so bike racks will be plenty with an urban design. As stated before we envision a garden on the west side of the facility. Currently there is 91 parking spots which we will only need approximately 20. The large common park like area you see on the rendering at the front of the facility will take up several of the current parking spots. On the south side you will see another common park area. This will be designed as a “hang out” type area for the youth to enjoy for themselves. An area to just be kids like our kids get to do in their own backyards.

As for signage we wanted to keep with our current logo and colors. HOPE stands for housing, outreach, prevention and education. The front façade will be done with an urban, contemporary theme creating a welcoming, updated feel as everyone arrives. On the north side we will have a similar sign with the H4Y logo and the urban, contemporary feel. This will be the main signage for Coon Rapids Blvd traffic identification.

We would be willing to listen to the Planning Commission and City Council if they would like to see more significant changes to the exterior of the facility to meet this finding. Please advise us in areas where we can make the changes to meet different conditions.

As for meeting the finding efficient and well-organized, we feel our proposal does just that. The exterior is clean, organized, beautiful yet not flashy. The gardens, park areas, lighting, benches, plantings, etc. all create an environment welcoming and safe to our visitors yet homey and comfortable for our youth.

#### #4- 11-1003.16 (D) Finding

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The use does not detract from uses in Port Districts.

Narrative- As per intent 11-903.1 Port Districts- “This section enables the creation of Port Districts to promote the unified development and revitalization of designated areas. Port Districts should direct development consistent with the goals of Coon Rapids Boulevard Framework plan including: Housing serving community needs”.

As we identified in the first section the needs for housing for youth experiencing homelessness in Coon Rapids is huge. Coon Rapids has the highest % of youth in Anoka County experiencing homelessness. Having a facility that gets the youth off the street and under direct supervision is the



first step in not only identifying the problem it also creates a better sense of community for the residents. They feel safer, know youth are protected, crime rates go down, and they sleep better at night.

As for supporting the Port Districts, hopefully we proved that on the other areas of our narratives. The business, industrial, residential communities will all be served better when they become part of the solution instead of part of the problem. Every volunteer for H4Y will tell you that it makes themselves better people by helping such a great cause.

This is a community problem. From all of us at HOPE 4 Youth we have made a commitment to help stop this problem and face it head on. All of us, excluding paid staff, are volunteers. I personally work in Coon Rapids.

Here is what we are asking:

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"Approve our facility. We have the resources, knowledge, people, processes to take the youth off Coon Rapids streets and work with them. We will identify why they are in the situation they are. We will get them the help they need. We will give them the resources, training, skills, support they need to get back on their feet. It doesn't happen overnight. It will take 18-24 months but we are committed to make sure everyone has the tools and support they need to become self-sufficient. Coon Rapids will be proud to say that they support ending youth homelessness in their community. Coon Rapids will be proud to say they are a partner in this with HOPE 4 Youth. We are committed to do the work, we just need your approval to get started today."

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## Business Plan

September 2015

*Prepared for HOPE 4 Youth by:*



**strategic consulting & coaching**  
*creating new paths for growth & success*

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# HOPE 4 Youth Business Plan

## Executive Summary

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In the fall of 2012, Brian Swanson, an Anoka County businessman, brought together a small group of friends and neighbors who shared his concern for the growing number of homeless youth in their community. With a commitment from scores of community volunteers, they moved quickly to open a Drop in Center in the city of Anoka. Here, Hope 4 Youth (H4Y) volunteers addressed basic needs, offered counseling and provided referrals to shelters and transitional housing. In June of 2013, Hope 4 Youth became a 501c3 charitable nonprofit organization. As the number of young people accessing H4Y's services grew, the organization began to add paid staff. H4Y has accomplished a great deal in a very short amount of time. However, they have a broader vision; one that has the potential to end youth homelessness in Anoka County.

To accomplish that vision, the Hope 4 Youth's Board of Directors made a decision to enhance the agency's mission. They have committed to establishing the first transitional living program in Anoka County for homeless youth. They immediately launched an aggressive capital fundraising campaign and began the search for a suitable property. H4Y volunteer John Sitarz led the campaign, raising an impressive \$1.2 million. After an extensive search, Hope 4 Youth found a property that met their established criteria. The agency is now seeking a use flexibility from the City of Coon Rapids ordinance code 11-1003. Approval from the City of Coon Rapids is a critical step in this endeavor and if granted will allow Hope 4 Youth to begin implementing a comprehensive business plan.

## Organizational History

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### HOPE 4 Youth Drop-In Center

The Hope 4 Youth Drop-in Center is open Monday – Friday, from 2-7 p.m. and Saturday and Sunday from 1-4 p.m. On a typical day, 25-35 youth come into the Center for some of their most basic needs. They know they will get a hot meal, be able to take a shower, and do their laundry. They have access to the food pantry and donated clothing. They know they will find non-judgmental support and encouragement at the Center.

Unfortunately, at the end of the day, everyone has to leave. Many of the youth who leave the Center have no safe place to go for the night. Currently there is no overnight shelter for unaccompanied youth in Anoka County, so many ride a metro bus all night, sleep outside or end up in undesirable locations/situations for the night. In the first six months of 2015, 204 youth (104 male; 100 female)

that visited Drop in Center identified housing as their most urgent need.

## What We Know Now

Over the past three years, H4Y has gained greater insight and understanding of the challenges homeless youth face every day. MN Department of Human Services reports that on any given night in Minnesota, there are more than 4,000 young people between the ages of 16-21 who are homeless. According to Wilder Research, the majority (50.3%) of homeless youth are between the ages of 17 and 18. Research tells us that over 72% of homeless youth have been homeless for at least six months and many have been homeless for over a year.

### Current Demand for a Youth Transitional Living Program in Anoka County

---

In 2014, Hope 4 Youth referred 120 youth to shelter and 44 youth to Transitional Living Programs. 37 youth were provided referrals for permanent housing assistance.

According to the Anoka Hennepin School District, there are currently 537 homeless students in all grades including 105 older students living without a parent or grandparent. Homeless youth are more likely to drop out of school and have little opportunity for employment. Consequently, our homeless youth are at extreme risk for self-destructive behaviors, becoming victims of violence and sexual exploitation.

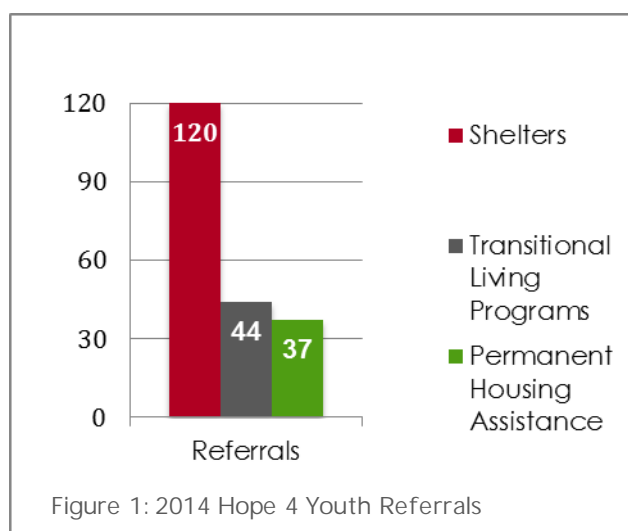


Figure 1: 2014 Hope 4 Youth Referrals

In order to address the problem of homelessness, Anoka County recently submitted an application to the Minnesota Housing Agency for funding from the Family Housing Prevention and Assistance Program. In addition, the County has implemented Coordinated Entry, a process for identifying families, single adults and youth seeking housing assistance.

There are 200 families and youth in Anoka County currently on the Coordinated Entry wait list for housing, including 29 youth who have completed the coordinated assessment and fit the criteria for a transitional housing program.

## Going Forward

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Hope 4 Youth is ready to expand its services so that they can help the youth in our community who need more than a decent meal and a hot shower. Originally the Board looked at opening an emergency youth shelter. When they learned that Anoka County had implemented a moratorium on adding any additional shelter beds, they were disappointed but they were not willing to give up. Instead they embarked on a journey to determine what was the most appropriate and viable alternative to an emergency shelter. Hope 4 Youth's Board of Directors put in place a Housing Committee led by Paul Ekstrom and volunteer sub-committees that included acquisition, construction, operations, public relations, strategic planning and finance. They have identified a suitable property and have engaged the services of a local architect. They hired a consultant to help expedite a thorough, due diligence process. The process included extensive research, meetings with experts in the field and tours of successful programs across the metro.

### Population to be Served

Hope 4 Youth's transitional housing program will serve one of the most vulnerable population in our community: unaccompanied homeless youth. This program will serve homeless youth ages 17 - 24.

Young people are at significant risk of becoming homeless if:

- Their parents are engaged in substance abuse or have mental health problems
- They suffered or witnessed child abuse or domestic violence in the home
- Their family had previously been homeless
- They identify as lesbian, gay, bisexual or transgender
- They have been in foster care
- Children who have been in foster care are at a greater risk of becoming homeless at an earlier age and remaining homeless longer

Many youth leave home after years of physical, emotional and sexual abuse, the addiction of a family member, or parental neglect. A recent US Department of Health and Human Services study tells us that 46% of runaway/homeless youth had been physically abused and 17% were forced into unwanted sexual activity by a family or household member. Some homeless youth said that their parents either told them to leave or knew they were leaving and did not care.

### HOPE 4 Youth's Mission

Serving youth experiencing homelessness through Housing, Outreach, Prevention and

## Education

To accomplish our mission we will build on the following Nine Evidence-Based Principles developed by the Homeless Youth Collaborative established in 2013.

- 1) Journey Oriented: Interact with youth to help them understand the interconnectedness of past, present, and future as they decide where they want to go and how to get there.
- 2) Trauma-Informed: Recognize that most homeless youth have experienced trauma; build relationships, responses, and services based on that knowledge.
- 3) Non-Judgmental: Interact with youth without labeling or judging them on the basis of background, experiences, choices, or behaviors.
- 4) Harm Reduction: Contain the effects of risky behavior in the short-term and seek to reduce its effects in the long-term.
- 5) Trusting Youth-Adult Relationships: Build relationships by interacting with youth in an honest, dependable, authentic, caring and supportive way.
- 6) Strengths-Based: Start with and build upon the skills, strengths, and positive characteristics of each youth.
- 7) Positive Youth Development: Provide opportunities for youth to build a sense of competency, usefulness, belonging, and power.
- 8) Holistic: Engage youth in a manner that recognizes that mental, physical, spiritual, and social health are interconnected and interrelated.
- 9) Collaboration: Establish a principles-based, youth-focused system of support that integrates practices, procedures, and services within and across agencies, systems, and policies.

## HOPE 4 Youth's Vision

All youth will feel safe, valued, and supported while reaching their full potential

Goal: Eliminate youth homelessness in Anoka county

Objective I: Establish a transitional living facility for homeless Anoka county youth that will complement the HOPE 4 Youth Drop in Center

---

### Action Steps

- Locate a site that meets Hope 4 Youth's criteria
- Sign and execute purchase agreement



- Secure capital financing
- Engage an architect, general contractor and project manager
- Renovate the property to accommodate the architectural design and meet city codes
- Contract with CommonBond to provide property management services
- Contract with YouthLink to provide transition coaching, goal planning and employment counseling/job placement services

Objective II: With input from community youth, design programming that meets established best practices and incorporates our guiding principles

---

#### Action steps

- Create a Youth Advisory Panel
- Develop program services that can be customized to build on each young person's strengths
- Assign each participant a Transition Coach
- Identify local business leaders willing to provide employment training opportunities for the participants
- Conduct Trauma Informed Care training for all staff, volunteers and board members
- Provide training for all future new hires and ongoing enhanced training for existing staff
- Solidify partnerships with local law enforcement, the Anoka County Housing Program, Anoka-Hennepin School District, youth serving agencies and the faith community
- Data driven decision making
  - Determine program data to be collected
  - Purchase a multi-function data software program capable of collecting data, producing reports and enables the staff and board to analyze the data and its strategic implications

Objective III: Secure ongoing operating funding

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#### Action Steps

- Build a multi-year operating budget
- Hire a Development Manager
- Explore all viable funding sources including state and federal government, foundations and corporations
- Develop annual Development Plan

## Objective IV: Open the new facility early in 2016

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### Action Steps

- Complete construction and pass the building inspections
- Obtain all necessary licensure
- Complete the agency hiring process
- Finalize contracts with YouthLink and CommonBond
- Complete staff and volunteer training
- Work with Anoka County and referring agencies to establish protocol for identifying potential residents
- Determine move in date
- Resident orientation
- Services begin (date to be determined)

### Facility Summary

As of the time of this application, HOPE 4 Youth has executed a purchase agreement for the building at 80 Coon Rapids Blvd. in Coon Rapids. The building is perfect as it is a one level building with the potential to build above or possibly alongside. Currently there is 91 parking spots yet the maximum parking spots needed will be so right away and 43 but not until after phase 3 is complete. The purchase agreement is subject to City Council approval of the use flexibility permit.

Attached are renderings of Phase 1 with 12 studio units and Phase 2 adding 14 more and Phase 3 adding another 14 units. The plans and goals for future phases are outlined in future sections.

The building will be completely gutted and remodeled per City and State building code guidelines.

## Organizational Summary

Hope 4 Youth is a 501c3 not for profit organization established in 2012 to begin to address the troubling increase in homelessness among Anoka youth. The organization is governed by a six-member Board of Directors. Hope 4 Youth is supported by 318 volunteers. Currently H4Y employs two full time and four part time staff. Our 2015 operating budget is \$427,525.

The new transitional housing program and the Drop in Center are programs of Hope 4 Youth. Policy oversight is the responsibility of the Board Directors. The Hope 4 Youth's Interim Executive Director is responsible for the day-to-day operation of the Drop in Center. The plan calls for hiring

a permanent Executive Director by year-end. The Executive Director will report directly to the Board and will be responsible for the oversight of both programs.

## Implementation Plan

### Construction

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The drafting plan attached to this application packet shows the evolution of the transitional housing facility from stage 1 through stage 3. The stages are outlined and explained below.

The timeline for stage 1 is accompanied in the application packet also. Stage 1 yields us 12 studio units and we are hoping to be open early spring 2016.

### Operations

---

#### Start-up

Prior to opening the new facility, Hope 4 Youth will work with Anoka County's Housing Program to conduct the initial screening of potential residents. Candidates will be selected from the County's Coordinated Entry wait list. The information collected by the Coordinated Entry system will be critical to our selection process. See attached Anoka County's Coordinated Entry Application.

Given the numbers of homeless youth seeking housing that goes beyond a 21-day shelter stay, we anticipate being able to quickly achieve full occupancy.

Eligibility for the program includes but is not limited to:

- Employed or attending school or a combination
- Able and willing to pay rent
- Maintaining sobriety
- Meets the Minnesota Department of Human Services' definition of youth homelessness
- Background check reveals no outstanding felony warrants
- No history of violent crime

Because this is a program that offers up to three years of affordable housing, we would not maintain a waiting list but instead rely on the County's Housing Program to maintain a vetted waiting list of potential residents when an opening in our program occurs.

The facility is a single occupancy model with 12 studio units. The program will charge monthly rent and a damage deposit must be paid prior to moving in.

This will be a secure facility that is staffed 24 hours a day. Interior and exterior security cameras will monitor the facility at all times. Residents will be allowed up to two visitors, three times a week. A

reasonable curfew will be imposed. There will be common areas in the facility as well as office space for staff and volunteers. Amenities include a computer lab, fitness gym, and a laundry. There will be indoor and outdoor space suitable for socializing. H4Y will work to promote a sense of community among the participants.

After careful consideration, Hope 4 Youth has decided to contract with YouthLink and CommonBond. Our ultimate goal is to create a sustainable program that moves our young people from surviving to thriving. Partnering with two established organizations with a solid track record serving this population is key to our success. YouthLink will provide two Transition Coaches and an Employment Counselor who will deliver critical services for our residents. They will work closely with the H4Y Program Coordinator to achieve continuity. CommonBond will function as our Property Manager.

In order to build the necessary infrastructure, the following tools/protocols will be developed prior to opening the facility:

- Policy and Procedures Manual
- Employee Handbook
- Residents Guidebook
- Staff Job Descriptions
- Work with CommonBond to develop a Rental Agreement, Rent Collection Procedure, Termination Criteria

Services to be provided

Service Plans will specify all services to be provided, frequency of the services, and identify who will deliver the service. The plan will identify goals including quantifiable objectives and the duration of each service. We work with Anoka County Empowers, a youth employment program. In an effort to meet the physical and emotional health needs of our participants we will establish onsite healthcare. Collaborative partners include Anoka County Public Health, Allina Health Clinic, and Family Tree Clinic, as well as nurses and therapists willing to donate their services. H4Y will have service agreements in place with collaborative partners. They will also maintain relationships with agencies currently working with the Drop in Center and expand as needed.

Services include:

Transitional Housing for Homeless Anoka County Youth:

Up three years of safe, decent, and affordable housing and supportive services for 18-to-23-year old youth that meet the State's definition of homelessness.

Intake and Risk Assessment:

Based on information provided by the youth participant, school district, other providers, and if appropriate, family members, an Abuse Prevention Plan will be developed. The purpose of the plan is to reduce the risk of harm to the individual youth and the H4Y community.

#### Individualized Goal Planning

A Transition Coach will meet with each participant on a weekly basis to discover their strengths and interests, challenges and barriers, and aspirations and dreams. Together the coach and participant will identify any emotional or physical health issues to be addressed.

Transition Coaches and Employment Counselors will work with each participant to create a realistic employment goal plan. They will provide the structured support services. The participant's goal plan will be evaluated every three months and if necessary, appropriate changes will be made to the plan.

Plans will address:

- Independent Living Skills
- Education/GED
- Employment/Internships
- Physical and emotional health services
- Recreational and Enrichment Services

Hope 4 Youth staff and volunteers will actively promote a casual social environment. Staff and volunteers will solicit tickets to events, computer games, art materials, etc. Participants will create an activity calendar with rotating responsibility for each activity. H4Y will recruit talented community members to teach classes.

#### Participant Exit Plan

We anticipate that the average length of stay will be 18 to 24 months. H4Y will offer exiting residents aftercare services for a period of one year. H4Y's objective is long-term self-reliance for the youth we serve. The post-participation goal will be that an exiting participant will be able to secure and maintain permanent housing for a minimum of 12 months.

Program evaluation will occur throughout the duration of the program and will include the youth participant's assessment of his or her individual progress and satisfaction with the services received. H4Y will conduct a final evaluation and exit interview.

#### Marketing Plan

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A media policy will be put in place. The plan will identify the primary media contact. Hope 4 Youth will utilize social media (e.g., Facebook, Instagram, YouTube); enlist volunteers to maintain a relatable website; write a newsletter; and blog. We will conduct regular open house tours for

interested community members. H4Y will actively participate in local events such as health fairs and community celebrations.

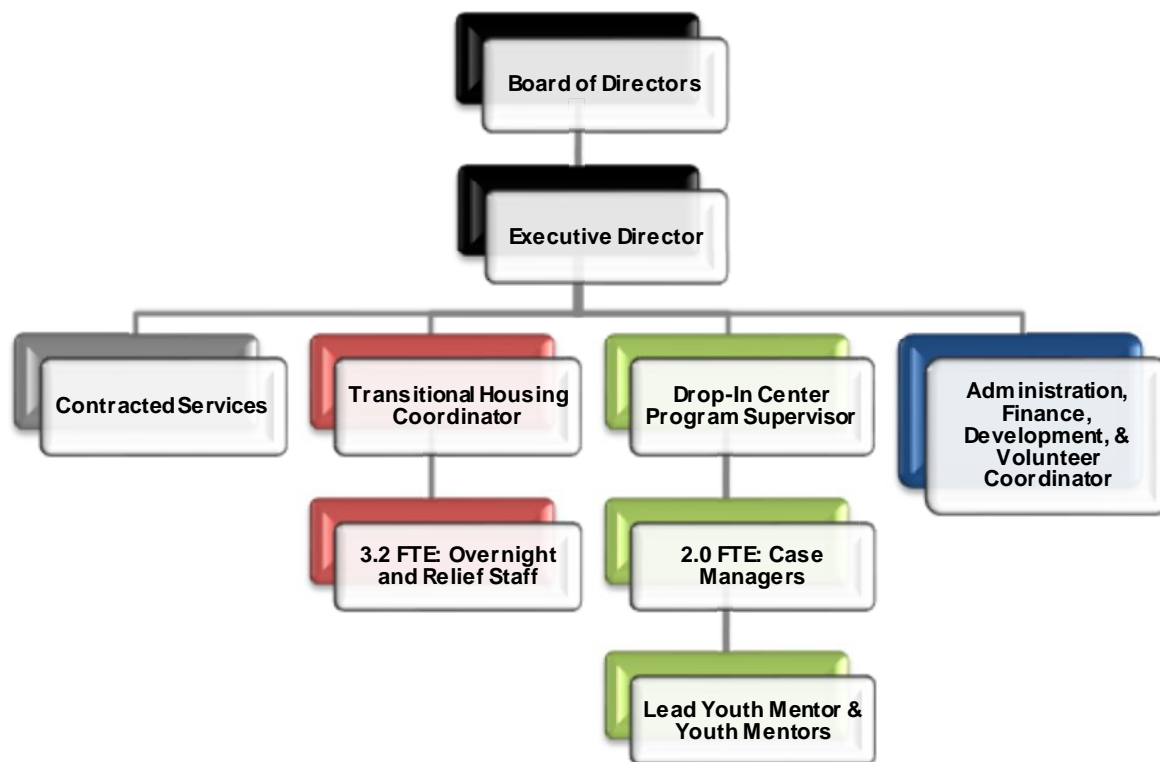
## Management Summary

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Hope 4 Youth will mark a significant organizational milestone with the addition of a transitional housing program. H4Y recognizes that the management of a 24/7 residential program requires a more structured and traditional business model. After careful consideration, Hope 4 Youth made the decision to reorganize. Under the leadership of the Board of Directors, Hope 4 Youth will become a multi-program agency existing under a single 501c3 non-profit exemption status and adhere to the State's regulations. An Executive Director, accountable to the Board, will oversee the day-to-day operations. Of utmost importance to the Board is the long-term sustainability of the organization. To that end, Hope 4 Youth is replicating the management structure of successful transitional housing programs for homeless youth throughout the metropolitan area. The most significant change to the management structure is the decision to contract with CommonBond and Youthlink. Their experience will help Hope 4 Youth avoid some of the typical challenges of a start-up program.

## Personnel

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### HOPE 4 Youth Responsibilities Delineation Chart

**Insert Chart**

## Expansion Plan

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H4Y knows that the need for safe, affordable housing outpaces the resources for homeless youth. H4Y wants to be able to grow this program to meet that need. Phase One of this project will be the foundation for a sustainable program, achieving essential long-term outcomes for the youth we serve.

### Phase 1-3 Expansion Goals

Phase 1 starts November 2015 and construction completed by early spring 2016

Phase 2 will start in early spring 2019 and completed by early winter 2019. Phase 2 includes a 2 story addition on top of existing building. 2<sup>nd</sup> floor will be completely finished as part of Phase 2.

Phase 3 will start early spring 2021 and completed mid-summer 2021. Phase 3 consists of finishing off

interior of 3<sup>rd</sup> floor.

Phase 2 & 3 of the program will start with an in-depth program evaluation. This information will be included in a Position Paper/Progress Report. The report will be circulated to H4Y's Board and current and potential capital donors. A funding strategy will be developed based on a demonstrated need. A Capital Campaign Committee will be recruited to implement the strategy. The Committee will include Board representation, prominent community members, business leaders and – potentially – key elected officials.

The current architectural plan includes a combined Phase 2 and Phase 3 expansion. The plan is to add two floors of living units on to the existing facility at the same time. The program implementation will be done in phases. The total number of units is expected to be 40 studio units by 2021. HOPE 4 Youth will engage a project management firm to coordinate the expansion process.

Some of the ideas being discussed at this time is to incorporate a small business into the lower level once the upper studios are habitable. An example is a business of making gifts such as cookie baskets by the youth who live in the facility. This will teach the youth business planning, marketing, accounting and production skills.



## Board Proposed Budget: 09.01.2015

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### Expenses

| Salaries: Position Description | FTE         | Budget Total     |
|--------------------------------|-------------|------------------|
| Executive Director             | 0.60        | 51,000           |
| Program Services Coordinator   | 1.00        | 47,000           |
| Volunteer Coordinator          | 0.50        | 23,500           |
| Development Manager            | 0.50        | 39,000           |
| Weekend/overnight Staff        | 3.20        | 119,808          |
| Data Entry                     | 0.50        | 14,000           |
| Bookkeeper                     | 0.30        | 7,800            |
| <b>TOTAL FTEs / SALARIES</b>   | <b>6.60</b> | <b>\$302,108</b> |

| Taxes/Benefits               |                  |
|------------------------------|------------------|
| FICA                         | 23,111           |
| Unemployment                 | 2,175            |
| Workers Compensation         | 5,498            |
| Health Insurance             | 9,870            |
| Life & Long Term Disability  |                  |
| Staff Development            | 2,000            |
| Retirement-Agency Match      |                  |
| Contract Labor YouthLink     | 120,000          |
| Contract Labor - IT Services | 10,800           |
| Contract labor - CommonBond  | 35,000           |
| Marketing/social media       | 2,400            |
| <b>Total Taxes/Benefits</b>  | <b>\$210,854</b> |

| Insurance                           |                 |
|-------------------------------------|-----------------|
| Directors & Officers                | 1,400           |
| Professional Liability              | 3,000           |
| Property, Umbrella Liability        | 12,000          |
| Cyber / Privacy Liability Insurance |                 |
| <b>Total Insurance</b>              | <b>\$16,400</b> |

| Program Expenses       |        |
|------------------------|--------|
| Printer /Copier Rental | 2,200  |
| Volunteer Expense      | 800    |
| Development            | 800    |
| Special Events         | 15,000 |
| Background Checks      | 650    |
| Food Pantry            | 4,500  |
| Client Security        | 500    |
| Client Transportation  | 500    |
| Program Activities     | 500    |
| Housing Assistance     | 1,000  |
| Client Education       | 1,500  |
| Client Personal Needs  | 250    |

|                               |                 |
|-------------------------------|-----------------|
| Staff Mileage Reimbursement   | 1,500           |
| Client Incentives             | 1,200           |
| Computer Expense              | 1,200           |
| Printing                      | 2,000           |
| Postage                       | 1,000           |
| Translator                    | 200             |
| Workshops & Seminars          | 1,500           |
| <b>Total Program Expenses</b> | <b>\$36,800</b> |

|   |                 |
|---|-----------------|
| <b>Facility Expenses</b>                |                 |
| Gas & Electric                          | 8,600           |
| Garbage                                 | 1,200           |
| Water                                   | 2,400           |
| Telephone                               | 1,625           |
| Grounds Upkeep/Snow Removal & Lawn Care | 2,500           |
| Client Turnover Expense                 | 600             |
| Supplies and Materials                  | 450             |
| Exterminating                           | 965             |
| Cleaning Supplies                       | 400             |
| Furniture & Equipment                   | 0               |
| <b>Total Facility Expenses</b>          | <b>\$18,740</b> |

|   |                 |
|---|-----------------|
| <b>Administrative Expenses</b>              |                 |
| Office Supplies                             | 600             |
| Job Postings                                | 100             |
| Advertising                                 | 1,500           |
| Dues/Subscriptions/Licenses                 | 1,500           |
| Professional Services (Audit / 990 / Legal) | 6,500           |
| PITI  | 36,888          |
| Organizational Expansion                    |                 |
| Bank Fees/Misc.-Agency                      | 2,000           |
| <b>Total Administrative Expenses</b>        | <b>\$49,088</b> |

Total Expenses: \$633,990

## Revenue

|                            |         |
|----------------------------|---------|
| Minnesota Housing Agency   | 45,000  |
| DHS/OEO                    | 40,000  |
| United Way                 | 50,000  |
| Faith community            | 73,000  |
| Foundations                | 125,000 |
| Corporation Small Business | 65,000  |
| Rental Income              | 28,800  |
| Contributed Individuals    | 93,864  |
| Special Event              | 80,000  |
| Pledge/Heartland Tire      | 33,324  |

Total Revenue: \$633,988



## In Conclusion

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Currently, there is no safe housing option for homeless youth in Anoka County. Hope 4 Youth's transitional housing program will address this serious unmet need in the community. H4Y's experience working with young people trying to survive on the street has taught us that youth homelessness is a complex issue. H4Y's transitional housing program will provide a foundation for stability. Safe, decent, and affordable housing is a basic necessity. However, the comprehensive continuum of services that H4Y intends to provide will give homeless youth the tools they need to become self-reliant, productive members of the community.

H4Y will forge true partnerships that will enrich the transitional living experience for all of the youth participating in the program. H4Y volunteers will continue to lend their considerable talents to the program. Hope 4 Youth's Board of Directors knows that this program will benefit Anoka County Youth and will be an asset to the entire community.

## Appendix

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### Tours

Board members, the Interim Executive Director, and the independent consultant toured successful youth housing programs during a six-month period (January – June 2015).

- Avenues for Homeless Youth, Minneapolis
- Hope Street, Catholic Charities, Minneapolis
- Nicollet Square, Beacon, Minneapolis
- St. Barnabas, Aeon, Minneapolis
- Urban Peaks, Denver, Colorado
- YouthLink Opportunity Center, Minneapolis

### Conversation with Providers/Experts in the Field

- De. Heather Huseby, YouthLink
- Gina Ciganik, Aeon
- Katie Hass, Aeon
- George Stone, CSH (formerly Corporation for Supportive Housing)
- Dick Strassburg, The Tegra Group
- Lee Blons, Beacon
- Pat McDonald, Anoka County CAP
- Michelle Reid, Anoka county Housing Program
- Colleen Schmitt, MN Day one

### Extractions

- Wilder Foundation Research on Youth Homelessness –
- Nation Alliance to End Homelessness - Annual Homeless Assessment Report
- Lutheran Social Service - Best Practices for Implementing Trauma Informed Care for Homeless Youth
- Homeless Youth Statistics & Facts
- Family and Youth Services Bureau
- The Homeless Youth Collaborative on Development Evaluation – Bremer Foundation

### Enclosures

- Architectural Rendering





SITE INFORMATION

PID:  
LEGAL DESCRIPTION  
ADDRESS

PARKING INFORMATION

| PHASE       | REQUIRED | ACTUAL |
|-------------|----------|--------|
| EXISTING    | 1:100    | 91     |
| PHASE I     | 20       | 71     |
| PHASE II    | 36       | 54     |
| PHSAE III   | 54       | 54     |
| HANDICAPPED | 4        | 4      |

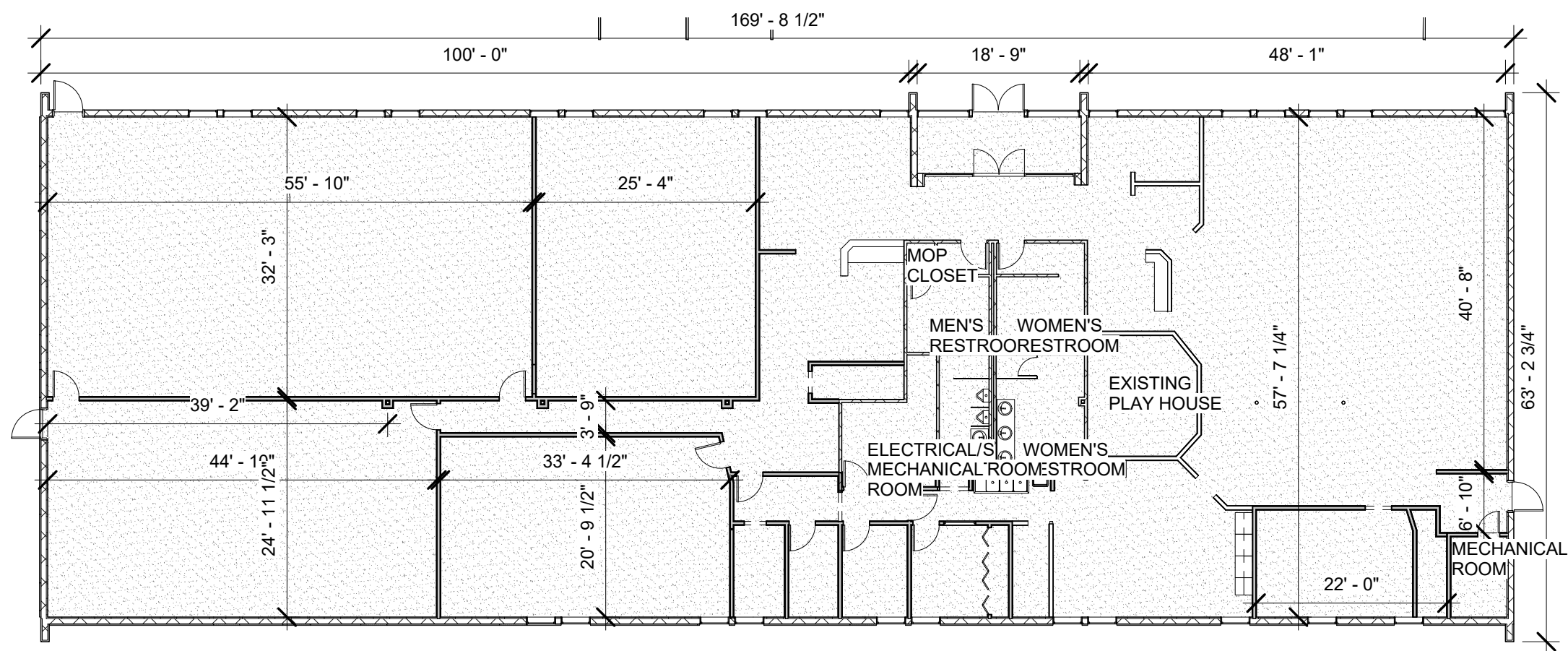
1 Site  
1" = 60'-0"



**InSpire Architects**  
465 148th Avenue NE  
Ham Lake MN 55304  
763-807-1044  
www.ArchitectMN.com

Housing Facility for  
**Hope 4 Youth**  
80 Coon Rapids Blvd NW  
Coon Rapids MN

|                |          |
|----------------|----------|
| Site Plan      |          |
| Project number | 2014-86  |
| Date           | 9/1/2015 |



① 1st Floor Plan-Existing Conditions  
1/16" = 1'-0"



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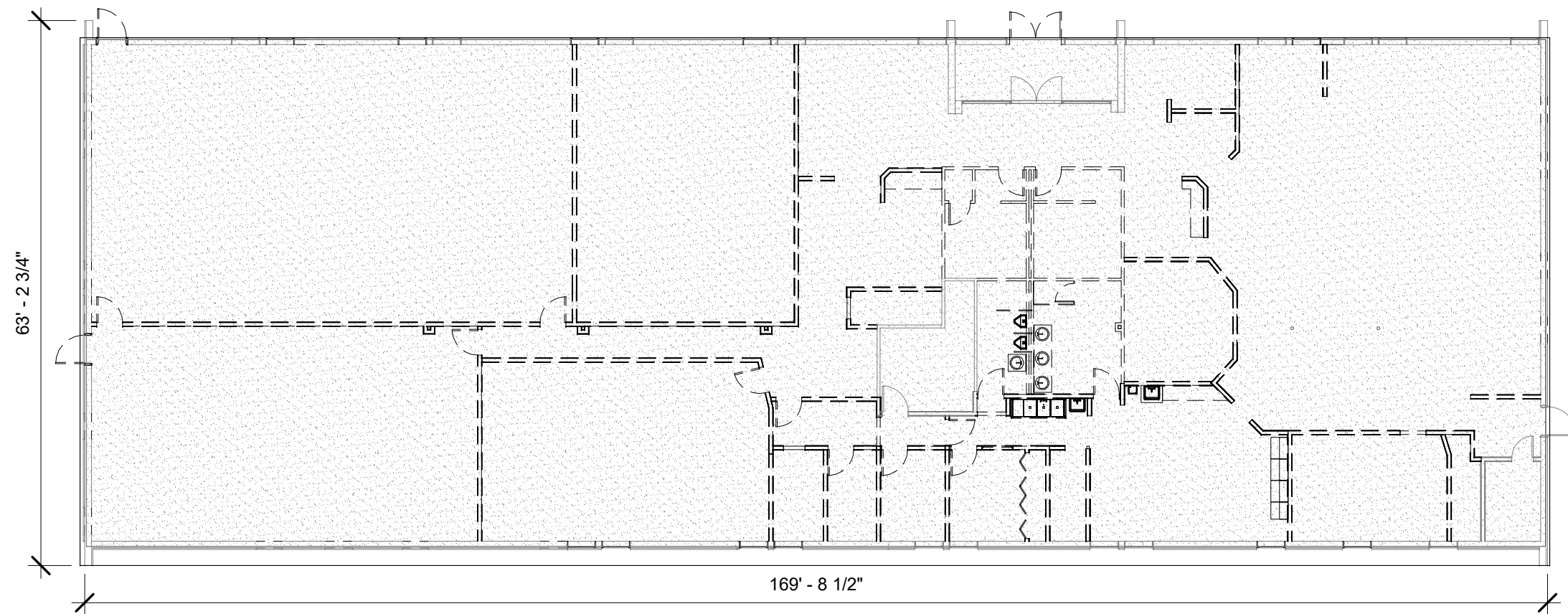
Housing Facility for  
**Hope 4 Youth**  
80 Coon Rapids Blvd NW  
Coon Rapids MN

Existng Conditions

|                |          |
|----------------|----------|
| Project number | 2014-86  |
| Date           | 9/1/2015 |

**A2**





① 1st Floor Plan-Demolition Plan  
1/16" = 1'-0"



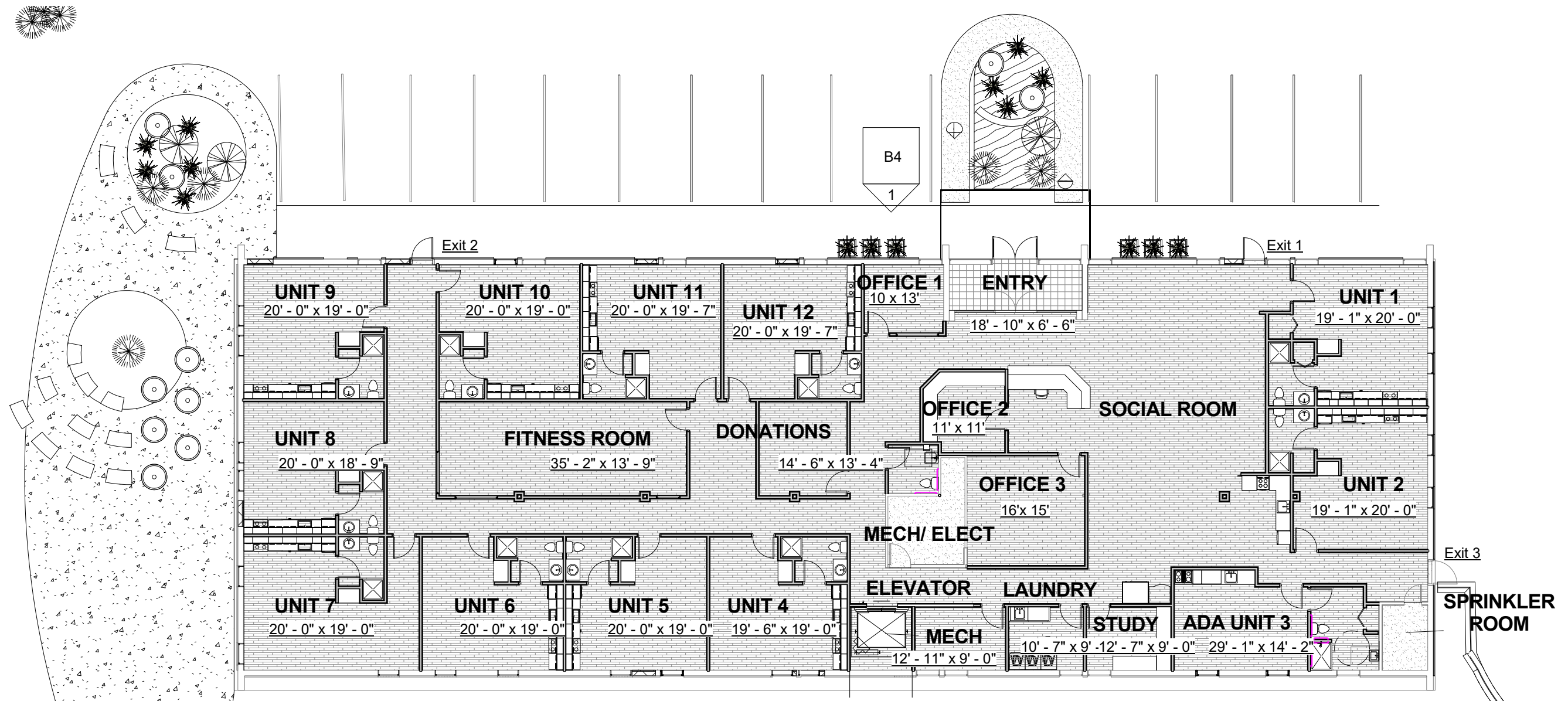
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Demolition Plan

|                |          |
|----------------|----------|
| Project number | 2014-86  |
| Date           | 9/1/2015 |

**A3**



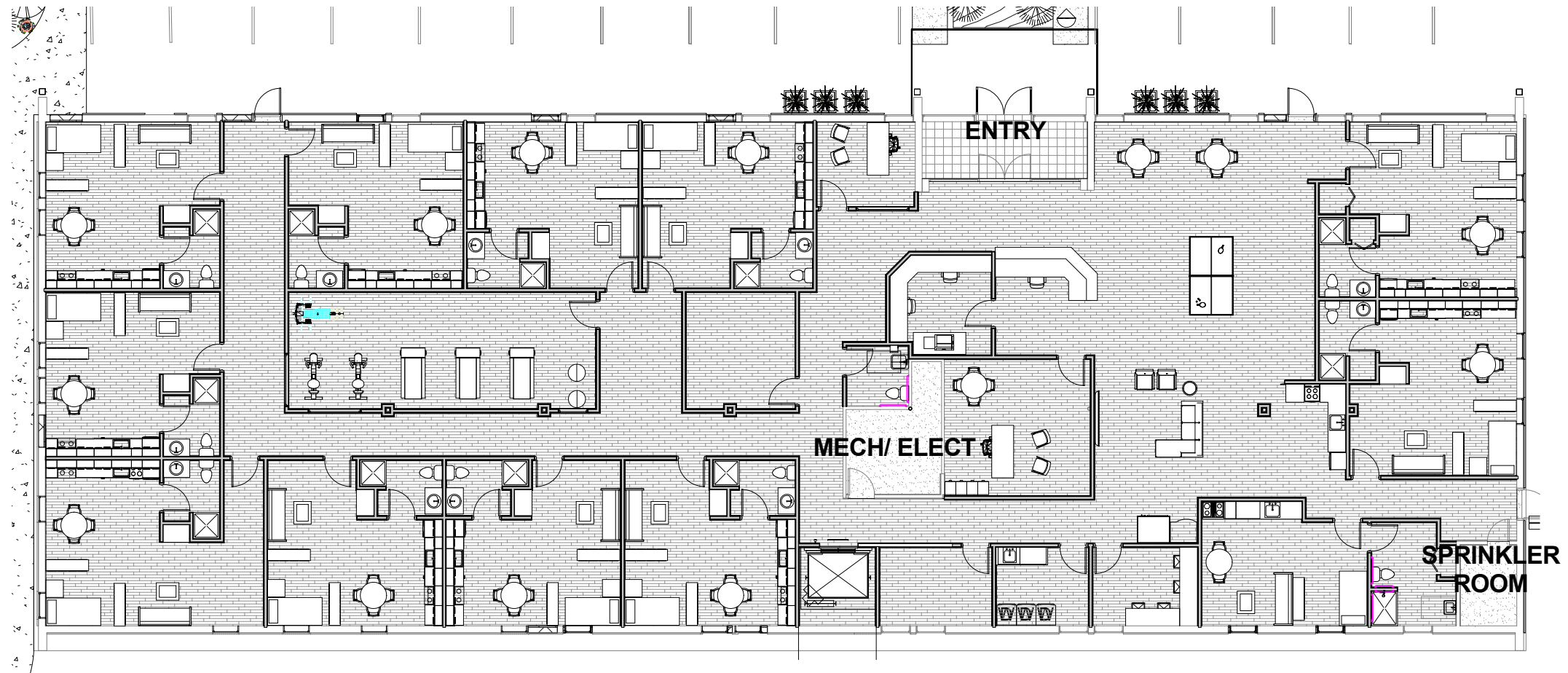
1 1st Floor Plan-Phase I  
1/16" = 1'-0"



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Coon Rapids MN

|                |          |           |
|----------------|----------|-----------|
| Floor Plans    |          | <b>A4</b> |
| Project number | 2014-86  |           |
| Date           | 9/1/2015 |           |



1 1st Floor Plan-Layout  
1/16" = 1'-0"



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Coon Rapids MN

|                |          |           |
|----------------|----------|-----------|
| Layout Plan    |          | <b>A5</b> |
| Project number | 2014-86  |           |
| Date           | 9/1/2015 |           |





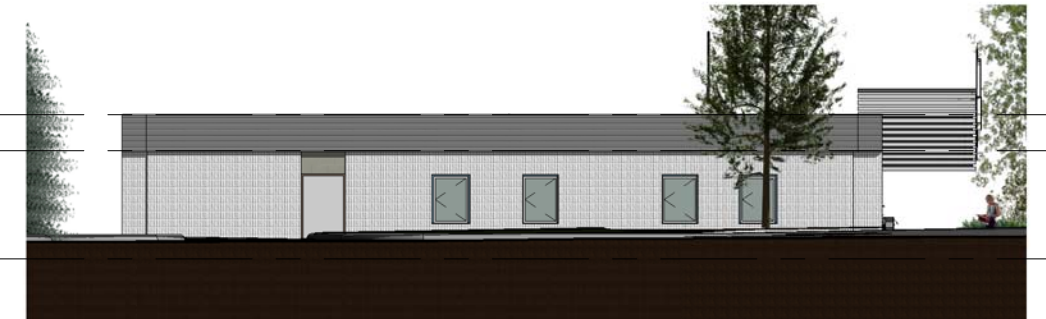
① North-Phase I  
1/16" = 1'-0"



② West-Phase I  
1/16" = 1'-0"

Ceiling Ht  
9' - 0"

Main Level  
0' - 0"



④ East Phase I  
1/16" = 1'-0"



③ South-Phase I  
1/16" = 1'-0"



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Coon Rapids MN

Elevations- Phase I

|                |          |
|----------------|----------|
| Project number | 2014-86  |
| Date           | 9/1/2015 |

**A6**



Site Photo





## HOPE 4 Youth Transitional Living Program Staff

### Executive Director

- Total Agency administrative and programmatic oversight

### Program Coordinator

- Working with the YouthLink Case Manager and the H4Y Executive Director facilitate resident selection and orientation
- Coordinate resident services with YouthLink staff
- Works with Volunteer Coordinator to recruit program volunteers
- Supervision of overnight and weekend staff
- Works with Property Manager to insure facility maintenance is carried out in a timely manner
- Conducts visitor tours
- Participates in agency fund raising events

### Weekend and Overnight Relief Staff

- Maintain after hours facility security
- Emergency intakes and temporary housing
- Guest registration and departure
- Monitors curfew compliance

- Supervise after hours and weekend onsite social events
- Data entry as required
- Maintains activity log

## YouthLink

### Case Manager

- Working with H4Y staff to facilitate resident selection
- intake interview
- Assess client immediate needs and areas for development
- Coordinate services
- Provide counseling and crisis intervention as needed
- Case Planning and Documentation
- Regularly review and update case plans with client
- Identify community services and assist clients in accessing those services

### Employment Navigator

- Determine each youth's vocational strengths, interests, and barriers, and develop employment plans based on identified goals and needs.
- Develop and maintain existing employer relationships
- Coordinate employment-related

appointments for youth.

- Support and advocate for youth with employers.
- Teach job-seeking skills in group facilitation and individual settings

## CommonBond

CommonBond will serve as a contracted Agent of HOPE 4 CommonBond will hire and supervise a Property Manager that will work onsite at the transitional living facility

### Property Manager

- Works with the General Contractor to secure building permits and rental licenses
- Supervise maintenance staff
- Rent collection
- Damage Deposit collection and disbursement
- Annual Operating budget preparation
- Repair and maintenance for all ordinary repairs and replacement
- Vendor selection and oversight
- Conduct periodic inspections off living units and common areas
- Creates preventive maintenance schedule

